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MADRAS GOVERNMENT

THE INDIAN CIVIL SERVICE MANUAL MADRAS

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NOTE

In this Manual are brought together certain regulations, rules and orders affecting members of the Indian Civil Service on the Madras Establishment. It was compiled and issued by the Madras Government in 1883 and revised in 1900, 1912, 1927 and 1931. It has again been brought up to date.

Any errors or omissions discovered in the Manual should be intimated to the Chief Secretary to Government, Public Department.

CHIEF SECRETARIAT,
FORT ST. GEORGE,
9th September 1941.

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INDIAN CIVIL SERVICE MANUAL

CHAPTER I.—PROCEDURE ON FIRST ARRIVAL IN THE MADRAS PRESIDENCY.

1. (i) Each junior civilian on arrival from England shall report himself with his order of appointment to the service and with his copy of the covenant (the form of covenant is printed as Appendix I) as soon as possible to the Chief Secretary to Government and make a written entry in the Arrival Register. He shall also report himself to the Board of Revenue. He will then remain in Madras, pending his appointment as an Assistant Collector and Magistrate. On being so appointed, he will proceed to join his district, the regular joining time admissible in ordinary cases of transfer being allowed him. **Report of arrival.**

[G.Os. No. 541, Public, dated 1st July 1918; No. 764, Public (Special), dated 15th May 1935.]

(ii) Each junior civilian on reporting himself for the first time at the Secretariat shall be given by the Under Secretary, Public Department, copies of— **Books supplied.**

(*a*) The Manual of Statutory Rules and Orders.
(*b*) The Fundamental Rules.
(*c*) The Madras Manual of Special Pay and Allowances.
(*d*) The Government Servants' Conduct Rules.
(*e*) Monthly List of Gazetted Officers (for month of arrival).

(G.O. No. 224, Public, dated 2nd March 1900.)

A copy of the Indian Civil Service Manual will be supplied to each Indian Civil Service probationer in England before he proceeds to India on first appointment.

(Letter No. 385, Public (Special), dated 8th May 1933.]

(iii) The pay of a junior civilian shall commence from the date of his disembarkation at a port in India, subject to his proceeding to take up his duties without avoidable delay. **Date from which pay can be drawn.**

This stipulation will be fulfilled if he reports himself for duty within the following period allowed as joining time :—

One day for preparation at the port of debarkation;
One day for each 250 miles, or fraction thereof, of railway journey from the port of debarkation to Madras.

A Sunday will not count as a day for the purpose of these calculations. For example, if the officer lands in Bombay, he should report himself for duty at Madras on the fifth day (excluding a Sunday) after his debarkation.

Any excess over the number of days thus allowed will be treated as "leave not due."

(G.Os. No. 411, Finance, dated 25th July 1932; No. 597, Finance, dated 31st August 1933.)

NOTE.—For the purposes of this rule, Colombo will not be deemed to be a port in India.

(G.O. No. 788, Public, dated 15th September 1928.)

Attendance at Courts.

2. During his stay in Madras a junior civilian should attend two or three times a week the sittings of the Bench Magistrates or the Courts of the Presidency Magistrates and listen to their proceedings. He will thus obtain some practical insight into the working of the Code of Criminal Procedure, besides learning something of the habits of the people and of colloquial Tamil.

(G.O. No. 738, Public, dated 18th April 1916.)

Examination in riding.

3. (1) Any candidate appointed to the Indian Civil Service who is permitted to proceed to India without having satisfied the Civil Service Commissioners in London that he has attained a sufficient degree of proficiency in riding, will remain on his initial pay until he has passed such further tests as may be prescribed by the Local Government. Such a candidate will be examined in riding as soon as possible after his arrival. The President of the Equitation Board will arrange with the Secretary, Madras Public Service Commission, for this examination which will be a thoroughly practical one, and no officer will be considered to have qualified who does not satisfactorily prove that he is at home on horseback and can cover a fairly rough bit of country without difficulty.

NOTE.—On the first arrival of each junior civilian, the Accountant-General should be informed whether he has satisfied the Civil Service Commissioners in London in riding; and if he has not, the Accountant-General should be informed as soon as he has obtained a certificate of qualification in riding from the Madras Equitation Board.

(2) Every junior civilian who does not satisfy the Equitation Board at this examination as to his riding capabilities shall attend the Body Guard Riding School for one month, at the end of which period he will be examined for the second time by the Board. Should he again fail, he will not be required to continue his attendance at the Riding School, but will be required to present himself at the half-yearly examinations held at Madras by the Board until he obtains a certificate of qualification in riding.

(G.O. No. 224, Public, dated 2nd March 1900.)

The following amendment to the I.C.S. Manual (1941 edition) is issued:—

Page 3—*Paragraph* 4.—*For* the existing paragraph 4, *substitute* the following:—

"Each junior Indian Administrative Service Officer on appointment as Assistant Collector in this Province, be granted for the purchase of furniture and other necessary equipment an advance not exceeding Rs. 500 which will be recovered by the deduction of Rs. 50 from the officer's monthly salary commencing with the salary of the fifth month after his joining duty in this Province."

(G.O. Ms. No. 1068, Public (Special), dated 19th April 1949.)

[XXIX list, 22-4-49]

Page 3, *Chapter II*.—*For* the words "Junior Civilians" in the title of Chapter II, *substitute* the words "Junior Officers of the Indian Administrative Service."

[G.O. Ms. No. 1322, Public (Special), dated 11th May 1949.]

[XXX list, 13-5-49]

(3) Civilians under instruction at the Body Guard Riding School shall be taken out twice a week for cross-country rides under arrangements made by the Commandant of the Body Guard.

(G.Os. No. 202, Public, dated 8th February 1887; No. 127, Public, dated 23rd February 1894; No. 402, Public, dated 7th June 1894.)

(4) The following fees shall be paid by civilians who attend the Body Guard Riding School :—

(*a*) To the Riding Master, Rs. 25, or a proportionate sum, should the officer be unable to complete the course from sickness or absence on duty.

(*b*) Five rupees monthly to the syce looking after the troop horse he rides.

(G.O. No. 351, Public, dated 20th February 1883.)

Equipment advance.

4. Each junior civilian will, on application to the Accountant-General, Madras, be granted an advance not exceeding Rs. 1,000 for the purchase of furniture and other necessary equipment. This advance should not be drawn before the money is actually required for payment and will be recovered by the deduction of Rs. 100 per mensem from his monthly salary commencing with the salary of the fifth month after his arrival in India.

[G.Os. No. 568, Public (Special), dated 8th July 1933; No. 60, Public (Special), dated 22nd January 1934.]

Purchase of horses.

5. If a junior civilian on first arrival proposes to buy a horse while in Madras, he should apply for advice to the President of the Equitation Board who will ordinarily secure for him the expert assistance of the Director of Veterinary Services or of the Principal of the Veterinary College. The purchase of a horse without such assistance or without a certificate of soundness from a Government Veterinary Surgeon is unsafe. It is however often desirable to await the announcement of the district to which the junior civilian is to be posted and then apply to the Collector of that district for advice as to whether a horse can be obtained locally or not.

(G.Os. No. 224, Public, dated 2nd March 1900; No. 738, Public, dated 18th April 1916.)

CHAPTER II.—TRAINING OF JUNIOR ~~CIVILIANS~~ ~~ON FIRST JOINING THEIR~~ DISTRICTS.

Object of training.

6. Collectors will not fail to observe the great importance of paying attention to the training of the young men who are entrusted to their guidance, and whose success in life and influence for good depend so greatly on the assistance which they receive at the outset of their career. The object to be kept in view in training an Assistant is to fit him for useful

added Vide. 30th List

service hereafter rather than to obtain immediate assistance from him. But an Assistant may indirectly be of material help to the Collectors.

(G.O. No. 738, Public, dated 18th April 1916.)

Acquisition of knowledge of local languages.

7. ~~Junior civilians~~ Asst collectors upon arrival in the districts to which they are posted should realize how ~~very~~ important it is that the officers of the Indian ~~Civil~~ Administrative Service should have a thorough conversational knowledge of the language of the districts so that they may be able to talk freely with the villagers in their own language. The following directions should be kept in view as far as possible by Collectors and Assistant Collectors :—

(1) Some time should be given daily to conversation and reading in the language of the district.

(2) As soon as possible an Assistant should learn to read petitions in manuscript, first attempting those in plain-writing.

(3) A considerable portion of the time of the unpassed Assistant should be devoted to magisterial work, which will afford valuable opportunities for acquiring a knowledge of the language and habits of the people as well as of the criminal law. On first joining their districts, junior civilians should attend the trial of cases in Magistrates' Courts and in the Sessions Court and should make notes of the evidence given and a précis of the proceedings. When they commence to try cases themselves, they should, as soon as possible, dispense with the help of a clerk, though an interpreter should be present to prevent mistakes. When they have acquired some familiarity in the language, they should themselves record depositions in the language and read them over to the witnesses.

(4) Assistants should go out daily into the fields to learn the names of crops, of agricultural implements and the like and should use every opportunity of conversation with the ryot.

(5) An Assistant should spend as much time as possible in camp and should be encouraged to accompany the Collector and Divisional Officers on their tours. The possibility that residential accommodation may not be available in villages should not be considered an objection, for tent life should afford the Assistant better opportunities of getting into intimate contact with the country and its people. A knowledge of the language of the district will be acquired more rapidly and thoroughly in this way than by the routine of daily office work at headquarters or by staying in Travellers' bungalows.

Pages 3–4, *Paragraph* 6.—*Add* the following as sub-paragraph to the existing paragraph 6 :—

In drawing up a scheme for training Assistant Collectors, the following principles should be observed. The training should fit in with the administrative seasons as far as possible and the various stages of the training should be so arranged as to give the Assistant Collector a chance to get the full benefit of his training at each stage.

[G.O. Ms. No. 1322, Public (Special), dated 11th May 1949.]

]XXX list, 13-5-49]

Page 4, *paragraph* 7.—(*a*) *For* the words "Junior Civilians", wherever they occur, *substitute* the words "Assistant Collectors";

(*b*) *For* the words "Indian Civil Service", *substitute* the words "Indian Administrative Service".

[GO. Ms. No. 1322, Public (Special), dated 11th May 1949.]

[XXX list, 13-5-49]

Page 5, *paragraph* 10.—*For* the first sentence the following sentence shall be substituted, viz. :—

"Every Assistant Collector will be trained in Survey and Maintenance of Revenue Records and Registration in accordance with the scheme explained in paragraph 35, by the Assistant Director of Survey and Land Records in charge of the Range comprising the district in which the Assistant Collector is undergoing training." G.O. 2285 Pub (8/61) d 31-7-42 IV list

(6) An Assistant should endeavour to talk freely with the villagers and others and make himself acquainted with their ideas and feelings particularly in relation to matters in which Government are concerned. His activity in this respect should be specially noticed in the half-yearly reports submitted to Government by the Collector. See paragraph 16 below.

[G.O. No. 1832, Public (Special), dated 14th September 1940.]

Magisterial powers.

8. As soon as a ~~junior civilian~~ Asst collector is posted as an Assistant Collector, he is appointed as a Magistrate of the third class under section 12 of the Code of Criminal Procedure. After he has exercised such powers for six months he is invested with second-class powers. On the recommendation of the District Magistrate of the district in which he is serving, he is invested with first-class powers when he has exercised second-class powers for not less than six months.

(G.Os. No. 98, Judicial, dated 19th January 1911; No. 1817, Judicial, dated 8th September 1913; No. 324, Public, dated 8th May 1920; No. 546, Public, dated 26th August 1920.)

NOTE.—The powers of a third-class magistrate will be conferred on an Assistant Collector and Magistrate as soon as the order posting him to a district is issued.

[G.O. No. 1552, Law (General), dated 12th May 1927.]

Course of study.

9. To fit them for a proper discharge of the work which will devolve upon them as Assistant Collectors, junior civilians are required to study the laws bearing immediately upon their revenue duties in all branches—Land Revenue, Abkari, Salt, Stamps, Income-tax, etc., and also office procedure; they must also gain an intimate knowledge of the relations of landholders to Government and to their sub-tenants, of the duties and control of revenue officials with respect to taluk servants and village establishments, and of the settlement of the revenue of their districts. They should read carefully the Gazetteer of the district and will find it often useful to read the old District Manual. It will also be useful to read such books as the Minutes of Sir Thomas Munro, the volume relating to Madras of Baden-Powell's work on Land Tenures, the Government of India's pamphlet on Land Revenue Policy, and articles of local interest in the Imperial Gazetteer. Assistant Collectors should also read the settlement and resettlement reports of their districts.

(G.Os. No. 963, Public, dated 15th December 1905; No. 738, Public, dated 18th April 1916; B.P. No. 1389, Land Revenue, dated 14th December 1921.)

Preliminary training in survey.

10. ~~Every Assistant Collector will be trained in Survey and Maintenance of Revenue Records and Registration by the Assistant Director of Survey and Land Records in a camp near Madras in accordance with the scheme explained in paragraph 35.~~ However, in order to enable an Assistant

Substd. IV

Collector to get the full benefit of his earlier training as karnam and Revenue Inspector and to discharge his functions in those capacities satisfactorily, every Assistant Collector should, as soon as he joins the district to which he is posted, be given a preliminary training in chain survey by the ~~Inspecting Tahsildar of the district~~ for a period not exceeding seven days. For this purpose, the ~~Inspecting Tahsildar~~ should take him to a ryotwari village near the district headquarters and explain to him on the ground the general principles of cadastral survey and how, in particular, the fields in the district have been surveyed and can be identified, how the position of stones should be fixed and how subdivisions should be measured.

Training in karnam's work.

A ~~fairly large and~~ typical ~~village~~ out in the district where the Assistant Collector will be compelled to talk the language of the district, should be placed under his charge for six weeks during the cultivation season. He should be required to undertake its entire management and to keep the accounts under the guidance of a selected karnam. He should obtain and peruse the orders given at the last two or three jamabandis of the village and should examine the reasons for them and ascertain whether they have been carried out.

During this period, the Assistant Collector should make general enquiries in the village on matters relating to its economic condition. He should take notes regularly and submit them to the Collector along with his diaries. The Collector should return the notes with his comments for the guidance of the Assistant Collector. Some practice in making such enquiries will be of help to the Assistant Collector when he proceeds to prepare his report on the economic condition of a selected village as explained in the next paragraph.

[G.O. No. 1832, Public (Special), dated 14th September 1940.]

Immediately after the training in Karnam's work is over, the Assistant Collector should be sent to the nearest farm maintained by the Agricultural department for training in agricultural matters for ten days; and he should, thereafter, be attached to the nearest Assistant Director of Agriculture (or Deputy Director of Agriculture) for a week's tour. The object of this portion of the Assistant Collector's training is to enable him to acquire a knowledge of crops, seasons and agricultural practices of the Province and of the lines on which Government have been attempting to improve agricultural production through the activities of the Agricultural Department.

[G.O. No. 709, Public (Special), dated 4th April 1941.]

Charge of firka.

11. The Assistant Collector should work with a Revenue Inspector for two weeks and thereafter be placed in independent charge of a firka for two months. The Collector

Page 6, *paragraph* 10.—(1) *For* the words " Inspecting Tahsildar of the district" occurring in the second sentence, the words " District Head Surveyor concerned in districts where one is employed and by the Sub-Assistant Director of Survey in other districts " shall be substituted.

(2) *For* the words " the Inspecting Tahsildar " occurring in the third sentence, the words " the District Head Surveyor or the Sub-Assistant Director of Survey " shall be substituted.

[G.O. Ms. No. 815, Public (Special), dated 11th March 1942.]

[III list, 13-3-42]

Page 6—*Paragraph* 10.—(*a*) In the second sub-paragraph, *for* the existing first sentence, the following sentences shall be substituted, namely :—

" A typical village, preferably a small one, out in the district where the Assistant Collector will be compelled to talk the language of the district, should be placed under his charge for six weeks during the cultivation season. The village should be situated in the firka of which he is to be placed in charge later as Revenue Inspector."

(*b*) *For* the existing third sub-paragraph, the following sub-paragraph shall be substituted, namely :—

" During this period, the Assistant Collector should make a full study of the economic life of the village, prepare notes of his detailed enquiries and submit them along with his diaries regularly to the Collector. The notes should be returned

as Revenue Inspector. The notes of such further enquiries should also be submitted to the Collector for his comments. On the basis of all the notes prepared by him and the Collector's comments thereon, the Assistant Collector should submit to the Collector immediately after the completion of his training as Revenue Inspector a detailed report on the economic condition of the selected village. The Collector will submit this report to the Board with his remarks ".

(G.O. Ms. No. 1887 Public (Special) dated 20th June 1944)

[XIII list 22-6-44]

to the Assistant Collector with such instructions and comments as the Collector may consider necessary. These notes will form the basis for the Assistant Collector's report on the economic condition of the village to be submitted under the next paragraph".

(2) *Pages* 6-7—*Paragraph* 11.—*For* the existing first sub-paragraph, the following sub-paragraph shall be substituted, namely :—

"During the cultivation season, the Assistant Collector, should work with a Revenue Inspector for two weeks and thereafter be placed in independent charge of a firka for two months. During these periods the Assistant Collector should, when visiting the village of which he was in charge as Karnam, clear up any doubtful points in the information already collected by him in regard to its economic condition and should amend his notes or add to them after further enquiries with reference to the Collector's criticisms and his own experience

Pages 5–15.—*Delete* the existing paragraphs 10 to 13 and *substitute* the following :—

Paragraph 10.—The Assistant Collector will be arriving in the district generally at the end of the calendar year, perhaps in December. His training will commence with the Collector. The Collector should take him on tour with him arranging his tours, so far as possible to give the Assistant Collector some idea of the varied activities which occupy the Collector's time and a general bird's eye view of the department. The Assistant Collector should be encouraged to ride or walk briskly about the country side. Special attention should be paid to progress in the study of the regional language.

During this period, the Assistant Collector will be given instructions in elementary survey for about a week or ten days For this purpose he will be taken to a ryotwari village near the district headquarters where the District Surveyor will explain to him on the ground the general principles of cadastral survey and how in particular the fields in the district have been surveyed and can be identified, how the position of the stones should be fixed and how subdivisions should be measured. There is no need for the Assistant Collector at this stage to go into the use of the theodolite and other refined procedure.

The course of instruction will be as follows :—

(i) Survey of fields and subdivisions as taught to karnams. Plotting of field maps. Taking of areas.

(ii) General principles on which the village maps are constructed.

(iii) Nature and use of Survey Land Register.

(iv) Use of field and village maps. Identification of fields. Replacement of missing stones.

(v) Measurement and plotting of subdivisions.

When the course has been completed, the officer in charge of Survey and Land Records of the range in which the Assistant Collector is undergoing the training will prepare a statement in the form appended and submit it to the Collector. If the Collector is not satisfied that the Assistant Collector has benefited by the practical training he will report the matter for the orders of the Board of Revenue. When the Assistant Collector applies to sit for the examination prescribed in paragraph 26 for Division D of the higher standard, the Collector will certify on the applicaction, whether the practical training has been successfully undergone or not.

Statement showing the results of the training in survey.

Number and name of officer trained.	Appointment held.	Remarks as to whether the officer has profited by his training.

Paragraph 11.—The Collector should select typical village in the district and ask the Assistant Collector to study in detail its economic condition. For this purpose the Assistant Collector should be given a questionnaire which will keep him busy with all kinds of enquiries for a full four weeks. The important points to which his attention should be directed should be given fully in the questionnaire and should relate to the following subjects :—

(*a*) Distribution of holdings.

(*b*) Land values.

(*c*) Return and cost per acre.

(*d*) Agricultural income.
(*e*) Family budgets.
(*f*) Indebtedness.
(*g*) Burden of land revenue.
(*h*) Tenure and rents.
(*i*) Agricultural wages.
(*j*) Agricultural methods.
(*k*) Agricultural improvements.
(*l*) Cattle.
(*m*) Irrigation and distribution of crops.
(*n*) Industries.
(*o*) Communications.
(*p*) Education.
(*q*) Sanitation.
(*r*) Population and caste.

On the basis of these notes and on such knowledge of rural credit and finance as the Assistant Collector is able to acquire while undergoing training in the Co-operative department later, he will prepare the detailed economic report referred to in paragraph 13-A (3). The village economic survey should be regarded as probably the most important and valuable part of the whole scheme of training and every effort should be made to ensure that the survey is thorough, well organized and well digested.

The village should be placed in the management of the Assistant Collector for one month during the cultivation season. For the first two weeks the Assistant Collector should observe the karnam at work and thereafter he should work as karnam himself with the regular karnam as his assistant.

The Assistant Collector should next work with a Revenue Inspector for two weeks and thereafter be placed in independent charge of a firka for four weeks.

Paragraph 11-A.—The Assistant Collector should next undergo training with a Tahsildar for a month. Of this period he should receive training in sub-treasury work for one fortnight and spend the rest of the period with the Tahsildar. In giving the sub-treasury training, the Collector should select a sub-treasury in which all the various items of work are transacted or one which he considers best fitted for the purpose—

1. On the first day, the Taluk Head Accountant should explain and make the Assistant Collector conversant with—

(*a*) the general principles and organization of the sub-treasuries printed at pages 1–12 of the Madras Treasury Code;

(*b*) the difference between Central and Provincial Accounts transactions; and

(*c*) the account classifications (both receipts and disbursements).

2. The second day should be spent by the Assistant Collector with the shroff where he should learn the manner of receipt of land revenue and other miscellaneous items of revenue as also the procedure in dealing with late remittances. He should observe the procedure adopted by the shroff both in the receipt and in the payment of money. He must understand the system of shroff's account and learn how the shroff's daily balance-sheet is prepared. He should see how cash and notes are put into and taken out of double locks. The rules in Articles 21 to 24-A of the Resource Manual should be studied. He may possibly see how stamps are taken out. The rules and procedure relating to the custody of moneys, opium and stamps contained in Chapter III of Madras Treasury Code and those relating to safe custody of cash chests and valuables belonging to other departments contained in Articles 23 and 24 of the Madras Financial and Account Code, Volume I, should also be studied. The time spent with the shroff will afford an opportunity of gaining practical acquaintance with the rules concerned (*a*) conditions of currency of silver coins, (*b*) the cutting and breaking of silver coins and (*c*) counterfeit or reduced coins.

3. The third day should be devoted to learning how payments (by adjustment and in cash) are made. For this purpose, the Assistant Collector should learn how to audit pay, travelling allowance and contingent bills including the checking

of chalans and refund bills and cheques and know what bills are payable at the sub-treasuries without pre-audit by the Treasury Officer. He should make himself acquainted with the maintenance of the contingent register, permanent advance register, preparation of bills, allotment and appropriation of funds, amanath registers and how moneys are paid to other departments on personal ledger accounts or letters of credit, e.g., Military, Post office, Railways, Public Works Department and Local Boards.

4. On the fourth day, the Assistant Collector should be taught how balances are verified and daily accounts are closed and how the daily returns are prepared and submitted. For this purpose, he should understand the manner in which the following accounts are compiled:—

(*a*) Head Accountant's numbering book.
(*b*) The sub-chitta.
(*c*) The day book (Central and Provincial).
(*d*) The daily classified extracts for—
(i) receipts; and
(ii) payments.

(*e*) The daily posting registers from which the monthly accounts are compiled.

(*f*) Preparation of the cash balance report and checking of the day book with the shroff's cash balance register.

The Assistant Collector should in this connexion read Articles 68 to 72 and 208 to 220-A of the Madras Treasury Code.

5. The fifth and sixth days should be utilized by the Assistant Collector in acquainting himself with the detailed procedure followed in the sub-treasury relating to the following item of work:—

(*a*) Stamps—Opium and banderols—Maintenance of single lock and double lock registers—Issues from double lock to the single lock and to the public—Supply of service postage stamps to departments of Government.

(*b*) Preparation of the monthly stamp accounts—Verification (monthly and half-yearly) preparatory to signing the verification certificate.

(*c*) Deposit registers—Criminal, Civil, Revenue and personal—Method of receiving and paying the several kinds of deposits—Preparation of monthly statements and verification of monthly and quarterly balances—Personal deposits and issue and payment of cash orders.

(*d*) Civil pensions (including Military pensions, if any, are to be paid in the sub-treasury). The checking of the pensioner's receipts, making entries in the pension payment orders—Listing out of pension payments in respect of payments paid by money orders and on life certificates—Mustering when a pensioner first appears and afterwards annually—Payment of gratuities.

(*e*) Abkari—Maintenance of sub-chittas, demand, collection and balance and other subsidiary registers—Posting in demand, collection and balance register—Preparation of monthly demand, collection and balance and its check with the subsidiary registers.

(*f*) Accounts and records relating to loans granted under the Land Improvement Loans Act and the Agriculturists' Loans Act. Accounting of daily transactions relating to loans.

(*g*) Maintenance of survey advance accounts.
(*h*) Maintenance of forest-chitta.
(*i*) Preparation of plus and minus memoranda.

6. The seventh day should be devoted to learning how the posting registers (receipts and disbursements) are made up and how the monthly account is prepared; how mistakes noticed before the submission of monthly accounts are corrected and how alteration memoranda are prepared. The Assistant Collector should also make himself familiar with the maintenance of land revenue, abkari and other collection accounts and the preparation of the monthly demand, collection and balance statements.

7. On the eighth day the Assistant Collector should learn how the special fund accounts are maintained. He should learn preparation of bills, check of bills with audit register, how village officers' salaries are paid from the village collections during the kist months, maintenance of other subsidiary registers, accounts relating to cattle-pounds, audit of bills as well as monthly accounts received from village officers, preparation and audit of work bills and finally the preparation of the monthly special fund accounts.

8. The Sub-Treasury Officer will sit for two days (i.e., ninth and tenth days) with the Assistant Collector and show him how an experienced Sub-Treasury Officer performs his duties and supervises and conducts the work of the sub-treasury.

9. The Assistant Collector should then personally perform the duties of the Sub-Treasury Officer on the responsibility of the Sub-Treasury Officer for the rest of the period. He should take over charge in the ordinary way and be in independent charge of the sub-treasury.

The Assistant Collector should acquaint himself with the several sections in the Taluk Office and the work which each has to do. He should acquaint himself with the various registers particularly the process and loans registers. He should accompany the Tahsildar on his visits to the village and improve his colloquial command of the regional language. He should be made to draft the Tahsildar's orders and references in the language, until he can do it with ease and correctness.

The Assistant Collector should attend one jamabandi throughout and watch the checking of village accounts. He should read Special Funds Code, the Manual of Village Accounts and the Manual of Taluk Accounts and see how the various registers are used in practice. During the jamabandi sitting he should watch the Jamabandi Officer's handling of the village officers, both in person and through files. He should make himself thoroughly acquainted with the Village Officers' Acts and the Board's Proceedings about village officers.

Paragraph 11-B.—An Assistant Collector should make himself conversant with the work of a Revenue Divisional Officer. For this purpose he should be attached for a period of six weeks to a Revenue Divisional Officer.

After a few days of working at the Revenue Divisional Officer's files and seeking the kind of questions which arise, the Assistant Collector should attend the Revenue Divisional Officer's Court for a fair number of days to see the kind of work which is done by a First-class Magistrate and study the Revenue Divisional Officer's handling of charge sheets, reports asking for security proceedings, referred charge sheets and Sub-Magistrate's calendars. He should also acquaint himself with the handling of the Property and Fines Registers.

He should accompany the Revenue Divisional Officer on as many inspections as possible not only of water-rate cases, encroachment cases and sub-jails, but also Minor Irrigation and Rural Water-supply Works, Loans Works and Forest Panchayats and remission inspections.

As soon as an Assistant Collector is appointed as Assistant Magistrate and invested with powers he should start trying cases and should be given a reasonable number to try as a third, second and first-class Magistrate so far as possible throughout his period of training. Trying cases gives him responsible work besides being a help to language study. When he first becomes a Sub-Collector he will find that a great deal of his time and energy will be taken up in Court work and experience gained in this work as Assistant Collector will prove most useful to him. The Collector should scrutinise all his judgments with care and give him the necessary advice.

Paragraph 12.—Prior to his appearing for Division D of the Higher Standard Examination, the Assistant Collector should be given instructions in the maintenance of revenue records and registration for a period of two weeks by the District Head Surveyor or Circle Officer.

Paragraph 12-A.—The Assistant Collector should next learn work in a Collector's office for a month. In order to give him a quick over-all picture of the Collector's Office, files in certain important sections should be sent to him after

having been seen by the Sharistadar but before submission to the Collector. The Assistant Collector should be able to learn from the files how the Collector's Office works and how the Collector keeps control over his subordinate offices. The Assistant Collector should also read the District Office Manual, the inspection notes made by the Board of Revenue on the Collector's office and of the Collector's inspection notes of the Divisional Offices. He should examine the various registers maintained in the Collector's office and go through a number of personal registers and periodical registers to see what he can by way of arrears and delay. He should acquire practical experience by personally supervising each department. He may, if time permits, be directed to take up the inspection of each branch and to make notes for the Collector on the result of his inspection.

Treasury Training.

Paragraph 13.—Every Assistant Collector should undergo the following scheme of training in District Treasury work for a period of two weeks and then be in independent charge of the District Treasury for a fortnight in continuation. He should acquaint himself with the work branch by branch.

District Treasury Training—Two weeks.—(1) The Assistant Collector should spend the first two days in the Treasurer's department learning the following items:—

(*a*) The rules relating to the safe custody of padlocks and duplicate keys and the procedure relating to the safe custody of cash chests and valuables belonging to other departments deposited in the treasury.

(*b*) Preparation of consolidated stamp indent of the quarter for all the stamps required for Huzur and sub-treasuries; taking out of stamps for use in the Huzur and sub-treasuries; verification of stamp and opium cases and also stamp balances with stock registers.

(*c*) Preparation of the daily balance sheet of cash in the Huzur treasury; maintenance of permanent advance and amanath registers. Rules relating to currency chest transactions and preparation of the monthly cash balance report with reference to sub-treasury and bank balances.

(2) The Assistant Collector should then attend the Head Accountant's department and learn the work of this department thoroughly according to the following programme as this is necessary to make him an efficient Treasury Officer:—

Third day.—Huzur Head Accountant's number book scrutiny of applications for adjustments—Check of day book and subsidiary registers; reconciliation with bank and Huzur Head Accountant's number book balances; preparation of journals and their postings in the posting ledgers; exhibition of Central and Provincial transactions.

Fourth day.—Account classification of receipts and charges; sub and main accounts; procedure whereby the taluk transactions are incorporated in the list of payments to be sent to the Accountant-General; and posting of taluk bills, cheques, etc., along with those of the Huzur in the several accounts checking and posting of sub-treasury accounts in Huzur posting ledgers; cash recoveries.

Fifth day.—Rectfication of wrong classifications, etc., detected before and after the despatchi of the treasury accounts; audit of pay, travelling allowance, contingent bills and communication of Accountant-General's and Huzur objections to the sub-treasuries and their disposal; preparation of last pay certificates—Increment certificates and absentee statements.

Sixth day.—Maintenance of gazetted audit register; facsimile signature file; retrenchment register; preparation of controlling officer's accounts, maintenance of letter of credit ledgers; issue of cash orders on sub-treasuries.

Seventh day.—Checking of taluk stamp and discount accounts; preparation of Huzur stamp accounts and plus and minus memorandum; posting of district posting ledger and register of spoilt stamps—stamp refunds.

Eighth day.—Adjustment of grants to local bodies and municipalities—Plus and minus memorandum of local fund transactions—Survey advances—Deposits—Payment of other refund bills—Study of the special rules for treasuries banking with branches of the Imperial Bank of India (Chapter XII of the Madras

Treasury Code) and the procedure as to how the transactions conducted by the bank are taken into the day book and sub-chittas.

Ninth day.—Government promissory notes—Their renewal—Payment of interest—Income-tax deductions—Deposit transactions—Monthly, quarterly and annual returns—Lapses.

Tenth day.—Civil and Military pension payments—pension payments by money order and on life certificates, the special rules relating to leper pensioners, mustering of pensioners, disposal of claims of deceased pensioners, renewal of pension payment orders.

Eleventh day.—Loans—Special funds including cattle pounds—Maintenance of Court of Ward estate ledgers.

Twelth day.—Verification of service registers and leave accounts; preparation of pension applications—April 1st returns—Issue of remittance transfer receipts and supply bills and their encashment.

Thirteenth and Fourteenth days.—With the Treasury Deputy Collector—To see how the Treasury Deputy Collector performs his duties and supervises and controls the work of the treasury. The Assistant Collector will also personally perform the duties of a Treasury Deputy Collector on the responsibility of the Treasury Deputy Collector.

(3) A useful indication of some of the points which require attention in the management of a treasury will be found in the list of questions compiled for the assistance of inspecting officers. These will be found in Annexures I and II to Appendix 5 of the Madras Treasury Code. It will be well for the officers under training to study these questions and answer and apply them in the course of their study of the work of each clerk and department of the treasury. Opportunity should also be taken to read—

(*a*) An introduction to the Indian Government Accounts and Audit;

(*b*) The Madras Budget Manual;

(*c*) The Resource Manual;

(*d*) The Directions in volumes II and III of the Auditor General's Account Code in regard to Central transactions.

Paragraph 13-A.—After the completion of the training in Treasury work the Assistant Collector should undergo the following items of training:—

(1) He should be sent out on special inspections with a Minor Irrigation Supervisor or Overseer for two weeks to acquire a knowledge of preparation of estimates for Minor Irrigation works.

(2) He should be attached to the District Superintendent of Police of the district for a period of two weeks in order to enable him to watch the District Superintendent of Police inspect two stations, one in the town and one in the mufassal.

(3) He should acquaint himself with the working of one or two rural co-operative societies including that of the village where he had previously conducted his enquiry into the economic condition. He should do this in the company of a responsible officer of the Co-operative department in two weeks' time. During this priod he should prepare a detailed report on the rural economy of the selected village and submit it to the Collector. The Collector will submit it to the Board with his remarks.

(4) The Assistant Collector should be attached for a period of two weeks each with the Executive Engineer, P.W.D., the District Forest Officer and the District Agricultural officer (to acquire a more specialised knowledge of agriculture). He should also be attached to the Commissioner of a municipality for a week (to study the normal municipal administration) and for a week to the Secretary of a District Board (to study the general principles of District Board administration).

(5) After finishing the above items of training the Assistant Collector should, while awaiting orders posting him to a Division, be placed in an independent charge of a taluk for a period of at least two weeks.

(6) The training of the Assistant Collector will be in the following order. The periods as well as the order in which the Assistant Collector should go from one office to another in regard to times 10 to 15 below may be varied by the Collectors according to circumstances :—

(1) Work with the Collector	1 month.
(2) Training with a karnam	Do.
(3) Training with a Revenue Inspector	6 weeks.
(4) Training with a Tahsildar	1 month.
(5) Training with a Revenue Divisional Officer.	6 weeks.
(6) Settlement training, Training in Advanced methods of survey, etc.	4 weeks.
(7) Maintenance of Revenue Records and Registration ..	2 weeks.
(8) Training in the Collector's office	1 month.
(9) Treasury training	1 Do.
(10) Training with Minor Irrigation Overseer and Supervisor ..	2 weeks.
(11) Training with an Executive Engineer	Do.
(12) Training in the Co-operative Department	Do.
(13) Training with District Superintendent of Police.	Do.
(14) Training with District Agricultural Officer	Do.
(15) Training with District Forest Officer	Do.
(16) Training with the Commissioner of a municipality ..	1 week.
(17) Training with the Secretary of a district board	Do.
(19) (18) Holding charge of a taluk as Revenue Divisional Officer under the General control of the Revenue Divisional Officer and Subdivisional Magistrate	2 weeks.

Subst'd as per G.O. 4264 dt 9.12.49

[G.O. Ms. No. 1322, Public (Special), dated 11th May 1949.]

[XXX list, 13-5-49]

Pages 28—31, *paragraph* 35—*Omit* the paragraph.

[G.O. Ms. No. 1322, Public (Special), dated 11th May 1949.]

[XXX list, 13-5-49]

For item 18, under paragraph 13-A (6) in Chapter II of the I.C.S. Manual, *substitute* the following and *renumber* the existing item 18 as item 19 :—

"(18) Training in the Labour Department	10 days.
The Collectors should make necessary arrangements for the training of the Assistant Collectors in consultation with the Commissioner of Labour, in the selected centres, viz., Madras, Visakhapatnam, Coimbatore and Mathurai. The deputation will, as far as possible, be to the nearest centre. During the period of training, the Assistant Collectors will be attached to the Labour Officer of the district who has jurisdiction over the area. The items of work during the period of training will be as follows :—	
(*a*) Study of Labour Acts, viz., Industrial Disputes Act, Factories Act, Payment of Wages Act, Shops and Establishment Act, Maternity Benefits Act, Industrial Establishments (Standing Orders) Act, Workmen's Compensation Act, Trade Unions Act, etc.	2 ,,
(*b*) Visit to a few typical industrial establishments in the area and study of their general working.	2 ,,
(*c*) Study of conciliation work by Labour Officers	2 ,,
(*d*) Study of adjudication work by the Industrial Tribunals.	2 ,,
(*e*) Perusal of records in the office of the Labour Officer" ..	2 ,,

subbd XXXIII list

[G.O. Ms. No. 4264, Public (Special), dated 9th December 1949.]

[XXXI list, 12-12-49]

For item 18 under paragraph 13-A (6) in Chapter II of the Indian Civil Service Manual, *substitute* the following :—

Item of training.	*Period.*
A. *Work with a Labour Officer*	*4 days.*

(1) Study of—

(i) The Industrial Disputes Act.

(ii) The Industrial Employment (Standing Orders) Act.

(iii) The Indian Trade Unions Act.

(2) Study of conciliation work with Labour Officer.

(3) Perusal of records in the office of the Labour Officer.

B. *Work with an Inspector of Factories*	*4 days.*

(1) Study of—

(i) The Factories Act.

(ii) The Payment of Wages Act.

(iii) The Madras Shops and Establishments Act.

(iv) The Maternity Benefits Act.

(v) The Workmen's Compensation Act.

(2) Visit to typical industrial establishments in the area and study of their general working.

The Inspector of Factories should take the Indian Administrative Service Officer to typical industrial establishments in the area to acquaint him with their general working.

C. *Work with an Industrial Tribunal*	*2 days.*

Study of adjudication work by the Industrial Tribunals.

Total ..	10 days.

[G.O. Ms. No. 1804, Public (Special), dated 10th April 1950.]

[XXXIII list, 19-4-50]

should select a typical village in the firka and ask the Assistant Collector to study in detail its economic condition. The latter should prepare notes of his detailed enquiries and submit them along with his diaries regularly to the Collector who will return them to him with such instructions as he (the Collector) considers necessary. On the basis of these notes, as modified with reference to the Collector's criticisms and his own subsequent inquiries, if any, and experience, the Assistant Collector should submit to the Collector, a month before he appears for the Higher Standard Examination, a detailed report on the economic condition of the selected village. The Collector will submit this report to the Board with his remarks.

The important points to which the Assistant Collector's attention should be directed in the preparation of his report are—

(1) The economic condition of the village including prosperity or otherwise (with causes); tenures, including those of sub-tenants, or Government and Inam ryots; labourers; the agricultural practice of the village, the use and treatment of manures and manurial substances and implements, and the ideas of the ryots on the subject, together with any current proverbs guiding or embodying their practice in general; the number of cattle and their condition, with the method of stalling, treatment of diseases, etc., crops and their treatment and periods of cultivation, with varieties according as they are wet, dry or garden (i.e., irrigated from *wells only*); the use made of mechanical appliances for lifting water; the division of lands, together with the effect of custom on such partition; the number of transactions in land, and the burdens (mortgages, etc.), upon it; rentals in kind and in money, both in their relation to the crops and as regards the areas on which rentals are payable relating to the area under cultivation; the price per acre of various classes of land; the existence and position of other industries.

(2) The nature of the soils.

(3) The assessments, both absolute and in their relation to produce and outturn; the demand for twenty years, with the cause of increase or decrease both in the total amount and in the incidence of assessment per acre of each class of soil.

(4) The state of collections of revenue in the village.

(5) The system of village accounts and the issue of processes issued for collection purposes.

(6) The state of demarcation and survey marks.

(7) The state of any irrigation works in the village.

(8) The registration of vital statistics.

(9) The state of vaccination, sanitation and education and other matters of administrative importance.

(10) Progress of the system of granting loans by the Government for agricultural purposes.

[G.O. No. 1832, Public (Special), dated 14th September 1940.]

Acquisition of practical knowledge of work of Divisional offices.

12. An Assistant Collector should make himself conversant with the work of a Revenue Divisional Office. For this purpose he should be attached for a period of two months to a Revenue Divisional Officer or preferably to two Revenue Divisional Officers for one month with each.

[G.O. No. 1832, Public (Special), dated 14th September 1940.]

Treasury training.

Subsd. 30th List Vide P. 7.

13. Every Assistant Collector is required to receive a four weeks' course of treasury training in accordance with the scheme printed below. This training will be given before the Assistant Collector undergoes his training with a Deputy Tahsildar or Sub-Magistrate and a Tahsildar. The Treasury department is occasionally placed in charge of an Assistant Collector who has undergone this training and demands his very careful attention as the officer-in-charge is held responsible for the proper observance of the rules laid down by the Financial Department of the Government and by the Board of Revenue and for the punctual submission of the accounts and returns required by the Accountant-General and the Board.

Scheme for the Training in Treasury Work of Junior Members of the Indian Civil Service.

1. The officer should be trained as a rule in the district in which he happens to be stationed. The training will consist of two parts, one of two weeks in a sub-treasury and the other of two weeks in a district treasury. The Collector should select a sub-treasury in which all the various items of work are transacted or one which he considers best fitted for the purpose.

First Part—Sub-treasury training—Two weeks.

2. On the first day, the Taluk Head Accountant should explain and make the Assistant Collector conversant with—

(*a*) the general principles and organization of the sub-treasuries printed at pages 1–12 of the Madras Treasury Code;

(*b*) the difference between Central and Provincial Accounts transactions; and

(*c*) the account classifications (both receipts and disbursements).

3. The second day should be spent by the Assistant Collector with the shroff where he should learn the manner

of receipt of land revenue and other miscellaneous items of revenue as also the procedure in dealing with late remittances. He should observe the procedure adopted by the shroff both in the receipt and in the payment of money. He must understand the system of shroff's account and learn how the shroff's daily balance sheet is prepared. He should see how cash and notes are put into and taken out of double locks. The rules in articles 21 to 24-A of the Resource Manual should be studied. He may possibly see how stamps are taken out. The rules and procedure relating to the custody of moneys, opium and stamps contained in Chapter III of Madras Treasury Code and those relating to safe custody of cash chests and valuables belonging to other departments contained in Articles 23 and 24 of the Madras Financial and Account Code, Volume I, should also be studied. The time spent with the shroff will afford an opportunity of gaining practical acquaintance with the rules concerned (*a*) conditions of currency of silver coins, (*b*) the cutting and breaking of silver coins and (*c*) counterfeit or reduced coins.

4. The third day should be devoted to learning how payments (by adjustment and in cash) are made. For this purpose, the Assistant Collector should learn how to audit pay, travelling allowance and contingent bills including the checking of chalans and refund bills and cheques and know what bills are payable at the sub-treasuries without pre-audit by the Treasury Officer. He should make himself acquainted with the maintenance of the contingent register, permanent advance register, preparation of bills, allotment and appropriation of funds, amanath registers and how moneys are paid to other departments on personal ledger accounts or letters of credit, e.g., Military, Post Office, Railways, Public Works Department and Local Boards.

5. On the fourth day, the Assistant Collector should be taught how balances are verified and daily accounts are closed and how the daily returns are prepared and submitted. For this purpose, he should understand the manner in which the following accounts are compiled :—

(*a*) Head Accountant's numbering book.
(*b*) The sub-chitta.
(*c*) The day book (Central and Provincial).
(*d*) The daily classified extracts for—
  (i) receipts and
  (ii) payments.
(*e*) The daily posting registers from which the monthly accounts are compiled.
(*f*) Preparation of the cash balance report and checking of the day book with the shroff's cash balance register.

The Assistant Collector should in this connection read articles 68 to 72 and 208 to 220-A of the Madras Treasury Code.

6. **The fifth and sixth days should be utilized by the** Assistant Collector in acquainting himself with the detailed procedure followed in the sub-treasury relating to the following items of work :—

(*a*) Stamps—Opium and banderols, maintenance of single lock and double lock registers. Issue from double lock to the single lock and to the public—supply of service postage stamps to departments of Government.

(*b*) Preparation of the monthly stamp accounts—verification (monthly and half-yearly) preparatory to signing the verification certificate.

(*c*) Deposit registers—Criminal, Civil, Revenue and personal—Method of receiving and paying the several kinds of deposits—Preparation of monthly statements and verification of monthly and quarterly balances—Personal deposits and issue and payment of cash orders.

(*d*) Civil pensions (including Military pensions, if any, are to be paid in the sub-treasury). The checking of the pensioner's receipts, making entries in the pension payment orders—Listing out of pension payments in respect of payments paid by money orders and on life certificates—Mustering when a pensioner first appears and afterwards annually—Payment of gratuities.

(*e*) Abkari—Maintenance of sub-chittas, demand, collection and balance and other subsidiary registers—Posting in demand, collection and balance register—Preparation of monthly demand, collection and balance and its check with the subsidiary registers.

(*f*) Accounts and records relating to loans granted under the Land Improvement Loans Act and the Agriculturists' Loans Act—Accounting of daily transactions relating to loans.

(*g*) Maintenance of survey advance accounts.

(*h*) Maintenance of forest-chitta.

(*i*) Preparation of plus and minus memoranda.

7. The seventh day should be devoted to learning how the posting registers (receipts and disbursements) are made up and how the monthly account is prepared, how mistakes noticed before the submission of monthly accounts are corrected and how alteration memoranda are prepared. The Assistant Collector should also make himself familiar with the maintenance of land revenue, abkari and other collection accounts

and the preparation of the monthly demand, collection and balance statements.

8. On the eighth day the Assistant Collector should learn how the special fund accounts are maintained. He should learn preparation of bills, check of bills with audit register, how village officers' salaries are paid from the village collections during the kist months, maintenance of other subsidiary registers, accounts relating to cattle-pounds, audit of bills as well as monthly accounts received from village officers, preparation and audit of work bills and finally the preparation of the monthly special fund accounts.

9. The Sub-Treasury Officer will sit for two days (i.e., ninth and tenth days) with the Assistant Collector and show him how an experienced Sub-Treasury Officer performs his duties and supervises and conducts the work of the sub-treasury.

10. The Assistant Collector should then personally perform the duties of the Sub-Treasury Officer on the responsibility of the Sub-Treasury Officer for the rest of the period. He should take over charge in the ordinary way and be in independent charge of the sub-treasury.

Second Part—District Treasury training—Two weeks.

11. The Assistant Collector should then proceed to the district treasury and acquaint himself with the work there branch by branch.

12. He should spend the first two days in the Treasurer's department learning the following items :—

(*a*) The rules relating to the safe custody of padlocks and duplicate keys and the procedure relating to the safe custody of cash chests and valuables belonging to other departments deposited in the treasury.

(*b*) Preparation of consolidated stamp indent of the quarter for all the stamps required for Huzur and sub-treasuries ; taking out of stamps for use in the Huzur and sub-treasuries ; verification of stamp and opium cases and also stamp balances with stock registers.

(*c*) Preparation of the daily balance sheet of cash in the Huzur treasury ; maintenance of permanent advance and amanath registers. Rules relating to currency chest transactions and preparation of the monthly cash balance report with reference to sub-treasury and bank balances.

13. The Assistant Collector should then attend the Head Accountant's department and learn the work of this department thoroughly according to the following programme as this is necessary to make him an efficient Treasury Officer :—

Third day.—Huzur Head Accountant's number book—Scrutiny of applications for adjustments—Check of

day book and subsidiary registers; reconciliation with bank and Huzur Head Accountant's number book balances; preparation of journals and their postings in the posting ledgers; exhibition of Central and Provincial transactions.

Fourth day.—Account classification of receipts and charges; sub and main accounts; procedure whereby the taluk transactions are incorporated in the list of payments to be sent to the Accountant-General; and posting of taluk bills, cheques, etc., along with those of the Huzur in the several accounts; checking and posting of sub-treasury accounts in Huzur posting ledgers; cash recoveries.

Fifth day.—Rectification of wrong classifications, etc., detected before and after the despatch of the treasury accounts; audit of pay, travelling allowance, contingent bills and communication of Accountant-General's and Huzur objections to the sub-treasuries and their disposal; preparation of last pay certificates—Increment certificates and absentee statements.

Sixth day.—Maintenance of gazetted audit register; facsimile signature file; retrenchment register; preparation of controlling officer's accounts, maintenance of letter of credit ledgers; issue of cash orders on sub-treasuries.

Seventh day.—Checking of taluk stamp and discount accounts; preparation of Huzur stamp accounts and plus and minus memorandum; posting of district posting ledger and register of spoilt stamps—Stamp refunds.

Eighth day.—Adjustment of grants to local bodies and municipalities—Plus and minus memorandum of local fund transactions—Survey advances—Deposits—Payment of other refund bills—Study of the special rules for treasuries banking with branches of the Imperial Bank of India (Chapter XII of the Madras Treasury Code) and the procedure as to how the transactions conducted by the bank are taken into the day-book and sub-chittas.

Ninth day.—Government promissory notes—Their renewal—Payment of interest—Income-tax deductions—Deposit transactions—Monthly, quarterly and annual returns—Lapses.

Tenth day.—Civil and Military pension payments—Pension payments by money order and on life certificates, the special rules relating to leper pensioners, mustering of pensioners, disposal of claims of deceased pensioners; renewal of pension payment orders.

Eleventh day.—Loans—Special funds including cattle-pounds—Maintenance of Court of Ward estate ledgers.

Page 13, *paragraph* 13.—In sub-paragraph 14, *insert* the fllowing as item (4) at the end, viz. :—

(4) The Directions in Volumes II and III of the Auditor-General's Account Code, in regard to Central transactions.

[G.O. Ms. No. 308, Public (Special), dated 27th January 1942.]

[II list, 2-2-42]

Twelfth day.—Verification of service registers and leave accounts; preparation of pension applications—April 1st returns—Issue of remittance transfer receipts and supply bills and their encashment.

Thirteenth and Fourteenth days.—With the Treasury Deputy Collector—To see how the Treasury Deputy Collector performs his duties and supervises and controls the work of the treasury. The Assistant Collector will also personally perform the duties of a Treasury Deputy Collector on the responsibility of the Treasury Deputy Collector.

14. A useful indication of some of the points which require attention in the management of a treasury will be found in the list of questions compiled for the assistance of Inspecting officers. These will be found in Annexures I and II to Appendix 5 of the Madras Treasury Code. It will be well for the officers under training to study these questions and answer and apply them in the course of their study of the work of each clerk and department of the treasury. Opportunity should also be taken to read

(1) An introduction to the Indian Government Accounts and Audit;

(2) The Madras Budget Manual;

(3) The Resource Manual.

[G.O. No. 1832, Public (Special), dated 14th September 1940.]

13-A. (1) After the completion of the training in Treasury work the Assistant Collector should be required to work with a Deputy Tahsildar or a Sub-Magistrate in his office for a period of two weeks and with a Tahsildar for a period of one month.

(2) After the Assistant Collector has completed his training with a Deputy Tahsildar or Sub-Magistrate and a Tahsildar he should be given training in Estates Land Act work for a period of one month in accordance with the scheme given in paragraph 35-A.

(3) Every Assistant Collector should be attached to the District Superintendent of Police of the district in which he is serving in order to enable him to watch the District Superintendent of Police inspect two stations, one in the town and one in the mufassal. If possible the Assistant Collector should be attached for a month to an Executive Engineer, Public Works Department, a District Forest Officer, and an Assistant Commissioner of Excise in order to enable him to gain an insight into the working of these departments.

(4) An Assistant Collector should make himself thoroughly conversant with the work of the Collector's office for a period of two weeks. He should acquire practical experience by personally supervising each department. He may, after the two weeks' training is over, be directed to take up the inspection of each branch and to make notes for the Collector on the results of his inspection.

(5) Every Assistant Collector should, before he completes his training, acquaint himself with the working of one or two rural co-operative societies, either in the villages where he is trained in the work of a Karnam and a Revenue Inspector, if such societies are working there or near the District Headquarters in the company of a responsible officer of the Co-operative Department.

[G.O. No. 1836, Public (Special), dated 25th August 1941.]

(6) If time permits the Assistant Collector should be sent out on special inspections with a Minor Irrigation Supervisor for two weeks to acquire a knowledge of preparation of estimates for Minor Irrigation works.

(7) If time permits, after all items of compulsory training are over, the Assistant Collector may be placed in charge of a taluk as Revenue Divisional Officer under the general control of the Revenue Divisional Officer and Subdivisional Magistrate (or a First-class Magistrate).

(8) The training of Assistant Collectors will, as far as possible, be arranged in the following order :—

(1) Karnam's training	6 weeks.
(2) Training in an agricultural farm and tour with an Assistant (or Deputy) Director of Agriculture.	17 days.
(3) Azmaish work with a Revenue Inspector.	2 weeks.
(4) Work independently as Revenue Inspector.	2 months.
(5) Training in a Divisional office or offices.	Do.
(6) Training in Treasury work ..	4 weeks.
(7) Work as a Deputy Tahsildar or a Sub-Magistrate.	2 weeks.
(8) Work as Tahsildar	1 month.
(9) Training in Estates Land Act work.	Do.
(10) Training with District Superintendent of Police.	Time required to watch the inspection of two stations.
(11) Learning work in the Collector's office—Correspondence section.	2 weeks.
(12) Training with Minor Irrigation Supervisor (if time permits).	Do.
(13) Training with Executive Engineer, District Forest Officer and the Assistant Commissioner of Excise.	1 month with each.
(14) Holding charge of a taluk as Revenue Divisional Officer under the general control of the Revenue	

Chapter II—Paragraph 16 (2)—*Page* 15.—*For* the existing paragraph 16 (2), *substitute* the following :—

The half-yearly reports on Assistant Collectors should be recorded for the half-year ending 31st March and 30th September. They should be sent in duplicate by the Collectors to the Board of Revenue on or before the 5th April and the 5th October as the case may be. The Board of Revenue will retain one copy and tabulate and submit the other on or before the 1st May and 1st November, respectively, with its remarks.

[G.O. Ms. No. 1748, Public (Services), dated 4th April 1950.]

[XXXII list, 11-4-50]

Divisional Officer and Subdivisional Magistrate (to be given if time permits).

[G.Os. No. 1832, Public (Special), dated 14th September 1940; No. 709, Public (Special), dated 4th April 1941; No. 1836, Public (Special), dated 25th August 1941.]

Conduct of Assistants—Sir John Malcolm's Minute of the 28th June 1821.

14. An Assistant Collector should recognize that it is the duty of a district officer to be accessible to all classes within reasonable limits. In Appendix II to this Manual is printed a memorandum of instructions, approved by Government, containing hints on the subject of social and official intercourse between European officers and Indian gentlemen; and annexed to these instructions is a minute written in 1821 by Sir John Malcolm for the guidance of his Assistants in Central India, which may be read with advantage.

(G.Os. No. 250, dated 11th February 1864; No. 504, Revenue, dated 11th July 1894; B.P. No. 1444, dated 8th March 1864; G.Os. No. 58, Public, dated 18th January 1911; No. 738, Public, dated 18th April 1916.)

Diary to be kept by Assistants.

15. Every Assistant not in charge of a division should be required to keep a diary in book form in which his daily work and the reading done by him should be summarized. This diary should be sent up weekly to the Collector who should return it with such advice regarding the Assistant's studies as may be necessary. Members of the Board of Revenue, when on tour, should see these diaries and satisfy themselves that the Assistant's work and studies are being properly directed.

Half-yearly reports upon Assistant Collectors.

16. Collectors are required to submit to Government, through the Board of Revenue, half-yearly reports upon Assistant Collectors who have served in their districts at any time during the half-year.

The reports should be sent in duplicate on or before the 5th January and 5th July as the case may be, to the Board of Revenue who will retain one copy and tabulate and submit the other to the Government not later than the 1st February and 1st August respectively with its remarks.

These reports should be signed by the Collector himself and should be treated as strictly confidential, the office copies being lodged in the Collector's confidential safe. Those portions of the reports which relate to the character, conduct and fitness for public responsibilities of the officer reported on should be in the handwriting of the Collector concerned and should give full expression to the Collector's opinion on these points. The Junior Civilian's progress in the language and his relations with his fellow officers and the general public should be specially noticed—*see* paragraph 7 (6) above.

Collectors should also include in these reports a note on their work under the Madras Estates Land Act—*see* paragraph 35-A below.

In some cases, certain headings are prescribed, but it is not intended that the report should be confined to brief negatives or affirmatives under these headings. The object of the report

is to enable the Government to obtain a definite and fair appreciation of the officer's progress, personality, abilities, characteristics and temperament and of his suitability generally for employment in the service to which he belongs. The form of the report is printed as Appendix XI.

*[G.O. No. 1832, Public (Special), dated 14th September 1940.]

Annual reports on officers other than Assistant Collectors.

17. An annual report on all officers other than Puisne Judges or the High Court, the Chief Secretary to the Government, Members of the Board of Revenue, District Judges and Assistant Collectors should be submitted to the Government at the beginning of each year in the Form printed as Appendix XII. The High Court will prepare and maintain the annual confidential reports on District Judges. Collectors will report on officers including 'listed' post holders, who have been Divisional Officers in their districts at any time during the year. The reports by Collectors should be sent in duplicate on or before the 5th January to the Board of Revenue who will tabulate and submit them to the Government not later than the 1st February with its remarks. Reports on Collectors and officers who are otherwise directly employed under its orders will be submitted by the Board of Revenue. The reports on Deputy Secretaries and Under Secretaries to the Government will be made by the respective Secretaries direct to the Government. The reports on Secretaries to Government and heads of departments who belong to the Indian Civil Service or are holders of 'listed' posts will be made by the Chief Secretary to Government.

(2) These reports, as in the case of reports on unpassed Assistants, are intended to enable Government to obtain a definite and fair appreciation of the officer's progress, abilities, personality, characteristics and temperament. In the case of officers who are in charge of districts or divisions, settlement parties, etc., special stress should be laid on their practical linguistic proficiency and their relations with their fellow officers and the general public.

(3) In the case of officers who have exercised magisterial powers during the year, reports (in duplicate) received from Sessions Judges on their judicial work should be attached to their respective annual reports except in the case of Additional District Magistrates on whose judicial work no reports from Sessions Judges are required.

[G.O. Ms. No. 1374, Public (Special), dated 3rd July 1941.]

17-A. Reporting officers transferred shortly after they have written their annual reports need not ordinarily leave on record any further opinions for their successors. Officers transferred towards the end of the period covering the latest confidential reports should invariably leave on record their considered opinions for the information of their successors.

[G.O. Mis. No. 1374, Public (Special), dated 3rd July 1941.]

G.O. 1241 Pub Spl. d 21/5/45.

AMENDMENT.

Paragraph 17: The following shall be added as a Note to sub-para (i), namely:-

"Note:- The report of the Collector of Madura on the I.C.S. Commissioner of the Madura Municipality should be sent to the Board of Revenue through the Inspector of Municipal Councils and Local Boards so as to reach it on or before the 8th January".

Paragraph 17 (1)—*Page* 16.—*For* the existing paragraph 17 (1), *substitute* the following :—

An annual report on all officers other than Puisne Judges of the High Court the Chief Secretary to the Government, Members of the Board of Revenue, District Judges and Assistant Collectors should be submitted to the Government on or before the 1st May in the Form printed as Appendix XII. The High Court will prepare and maintain the annual confidential reports on District Judges for the period ending 31st March. Collectors will report on officers including "listed" post holders, who have been Divisional officers in their districts. The reports should be sent in duplicate by the Collectors on or before the 5th April to the Board of Revenue who will retain one copy and tabulate and submit the other to Government not later than the 1st May every year with its remarks. Reports of Collectors on officers who are employed directly under the Board's orders should also be submitted to Government on or before the 1st May. The reports on I.C.S. Deputy Secretaries and Under Secretaries to Government by the respective Secretaries should reach the Chief Secretary on or before the 5th April. The reports on Secretaries to Government and Heads of Departments who belong to the Indian Civil Service or are holders of "listed" posts will be made by the Chief Secretary to Government.

NOTE.—The report of the Collector of Mathurai on the Commissioner of the Mathurai Municipality if held by an I.C.S., I.A.S. or a 'listed' post holder should be sent on or before the 5th April to the Inspector of Municipal Councils and Local Boards who will forward it with his remarks, if any, to the Board of Revenue on or before the 10th April.

[G.O. Ms. No. 1748, Public (Services), dated 4th April 1950.]

[XXXII list, 11-4-50]

NINETEENTH LIST OF CORRECTIONS TO THE INDIAN CIVIL SERVICE MANUAL, 1941 EDITION.

Page 16, *Paragraph* 17.—*For* the existing note to sub-paragraph (1), the following note shall be substituted, namely:—

"NOTE.—The report of the Collector of Madura on the I.C.S. Commissioner of the Madura Municipality should be sent, on or before the 5th January, to the Inspector of Municipal Councils and Local Boards, who will forward it with his remarks, if any, to the Board of Revenue, on or before the 10th January."

[G.O. Ms. No. 3031, Public (Special), dated 28th December 1945.]

[XIX list, 31-12-1945.

Embodied XXXII list

C.S./O.

EIGHTEENTH LIST OF CORRECTIONS TO THE INDIAN CIVIL SERVICE MANUAL (1941 EDITION).

Page 16, *paragraph* 17.—The following shall be added as a Note to sub-paragraph (1), namely:—

NOTE.—The report of the Collector ⊗ of Madura on the Indian Civil Service Commissioner of the Madura Municipality should be sent to ~~the Board of Revenue through~~ the Inspector of Municipal Councils and Local Boards ~~so as to reach it on or before the 5th January~~. who will forward it with his remarks, if any, to the Board of Revenue on or before the 10th January.

[G.O. Ms. No. 1241, Public (Special), dated 21st May 1945.]

[XVIII list, 23-5-45]

⊗ on or before the 5th January

G.O. Ms. No 3031 Public (Spl) 28-12-45.

TWENTIETH LIST OF CORRECTIONS TO THE INDIAN CIVIL SERVICE MANUAL, 1941 EDITION.

Page 17, *paragraph* 20.—In the existing sub-paragraph, *for* the words "Board of Examiners, Delhi" wherever they occur, the words "Board of Examiners, Simla", shall be substituted; and *for* the words "Preliminary Test in Urdu", the words "Higher Standard Examination in Urdu in *the Urdu script*" shall be substituted.

[G.O. Ms. No. 537, Public (Special), dated 6th March 1946.]

[XX list, 8-3-46]

Communication of unfavourable remarks.

18. The following instructions are laid down for regulating the communication to officers of such unfavourable remarks as may be made about them by their superiors in the periodical reports upon their progress :—

(i) Every officer should be made aware of any defects to which attention is drawn in his confidential report irrespective of the fact whether it is a remediable or an irremediable defect.

(ii) Any remarks in an officer's report which indicate that he has taken steps to remedy the defects to which his attention has been drawn in a previous year should also be communicated to him so that he may know that his efforts to improve have not passed unnoticed.

(iii) Great attention should be paid to the manner and method of communication in order to ensure that the advice given and the warning or censure administered, whether orally or in writing, shall, having regard to the temperament of the officer concerned, be most beneficial to him.

[G.O. No. 1374, Public (Special), dated 3rd July 1941.]

CHAPTER III.—EXAMINATIONS.

Two standard examinations.

19. Assistants are required to pass examinations by two standards—the first examination or Lower Standard and the second examination or Higher Standard.

Half-yearly examinations.

20. Half-yearly examinations of Assistants will be held each year in January and July on such dates and at such stations as may be fixed by the Madras Public Service Commission. Ordinarily every unpassed Assistant is required to appear at each half-yearly examination until he has completed his examinations and should give two months' notice to the Secretary, Madras Public Service Commission, of the branches in which he wishes to tender himself for examination. Attendance at Madras shall be compulsory in the case of candidates who appear for subjects in which a portion of the examination is conducted *viva voce*.

Junior civilians of the Madras Presidency serving under the Government of India, who have to obtain a pass in a second language by the Lower Standard and propose to take Hindustani, may apply to the Board of Examiners, ~~Delhi,~~ Simla to be examined by the ~~Preliminary Test in Urdu~~ Higher Standard Exam. in Urdu and their success in it will be held equivalent to a pass in Hindustani by the Lower Standard in this Presidency. All such applications should be submitted to the Board of Examiners, ~~Delhi,~~ Simla

through the Government of India in the Department of Education, Health and Lands.

[G.O. No. 775, Public (Special), dated 26th June 1930.]

Grant of increment subject to passing standard examinations.

21. The pay of officers of the Indian Civil Service is regulated in accordance with a time-scale of two grades, the junior and the senior. The junior time-scale begins with Rs. 450 (excluding overseas pay) rising up to a maximum of Rs. 1,350 according to the length of service, with an efficiency bar at the stage of Rs. 1,100 in the 11th year of service. The senior scale begins with Rs. 1,000 (excluding overseas pay).

An Assistant Collector on first appointment starts on the junior scale and will become eligible for the first increment of Rs. 50 per mensem on passing the first departmental (Lower Standard) examination and for the second increment on passing the second departmental (Higher Standard) examination.

An Assistant Collector appointed to the Indian Civil Service in 1935 or in any subsequent year will become eligible for the third increment on the completion of his third year of service or on passing in a second language by the Lower Standard examination, whichever is later. One at least of the languages taken for the standard examinations shall be Tamil or Telugu.

The Local Government may treat an officer who, in their opinion, has made satisfactory progress in training generally equivalent to such examination or examinations, as having passed in such examination or examinations.

NOTE.—Officers appointed to the Indian Civil Service before 1935 shall be governed by the rule previously in force, viz., that a junior civilian who has passed in one language by the Higher Standard shall, before he is promoted to a permanent or officiating post in the senior time-scale of the Indian Civil Service, pass by at least the Lower Standard in a second language and that one at least of these languages shall be Tamil or Telugu.

[G.Os. No. 324, Public, dated 8th May 1920; No. 985, Public, dated 23rd November 1922; Government of India, Home Department Notification No. F. 118/27-Ests., dated 31st March 1927; No. 132, Public (Special), dated 23rd January 1935, as amended by G.O. No. 578, Public (Special), dated 8th April 1935.]

Charge of a division: designation of Sub-Collector.

22. An Assistant Collector who has passed the Lower Standard may be entrusted with the charge of a division of a district. On passing the Higher Standard examination, his designation will be "Sub-Collector."

Intimation regarding choice of second language.

23. As soon as a junior civilian has passed in one language by the Higher Standard, he should inform the Chief Secretary to Government, demi-officially, through the Collector of his district, what second language he proposes to take so that, when an opportunity arises, he may be posted to a suitable linguistic district.

[G.Os. No. 1143, Public (Special), dated 2nd September 1932.]; No. 132, Public, dated 23rd January 1935.]

Page 18.—In paragraph 23, the following shall be added at the end, namely :—

" An officer of less than 8 years service who has not already passed either in the language of the district in which he is serving or in a second language shall however be required to pass by the second language test in the language of the district in which he is serving and shall complete this test before he is allowed to appear for examination in any other language ".

[G.O. Ms. No. 198, Public (Special), dated 21st January 1944.]

[XI list, 22-1-44]

Government of Madras
Abstract

Indian Civil Service Manual - Amendment - Issued.

Public (Special) Department

G.O.Ms.No.2565 Dated the 3rd August 1949.
Read the following:--

G.O.Ms.No.2255, Public (Special) dated the 15th July 1949.

...

ORDER:

The following amendment to the Indian Civil Service Manual (1941 edition) is issued:--

For the existing paragraph 21 in Chapter III of the Indian Civil Service Manual substitute the following:--

"The pay of officers of the Indian Administrative Service is regulated in accordance with a time-scale of two grades, the junior and the senior. The junior and senior scales of pay for the Indian Administrative Service are as follows:--

Junior Scale ... Rs.350-400-450-450-500-540-30-600
E.B. 30-870-40-950 (19 years)

Senior Scale ... Rs.800 (6th year or under)-
50-1000-60-1300-50-1800 (25 years)

An Indian Administrative Service Assistant Collector will draw his second (i.e. he will draw his first increment after joining the Province) and third increments in the junior time-scale of the Indian Administrative Service on passing the first and second departmental examinations (lower and higher standards) respectively. He will be eligible to draw the fourth increment after completing the fourth year of service or on passing in a second language by the lower standard, whichever is later".

To the Superintendent, Government Press, Madras
for issue of correction slips to the India:
Civil Service Manual.

Copy to the Secretariat Library.
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Page 19, *paragraph* 26.—In the statement under "First or Lower Standard Examination" *for* the entries under "Division A", the following entries shall be substituted, viz. :—

Division A—			
First Class Language test—Lower Standard :— The language of the district in which the Assistant is serving (or one of the languages where more than one has been officially recognized).	(1) Dictation in the language. ..	50	35
	(2) Taking down in the language a statement from a complainant or petitioner and reading it over to him. ..	50	35
	(3) Conversation in the language for 10 to 15 minutes each with at least three persons, e.g., a ryot, an educated Indian belonging to the middle or upper middle classes and a shopkeeper, on subjects essentially different. ..	125	87½
	(4) Reading and explaining manuscripts of plain handwriting in the language. ..	75	52½

[G.O. Ms. No. 255, Public (Special), dated 22nd January 1942.]

[I list, 24-1-42]

Non-obligatory examination in languages of the Province.

24. There is no objection to an officer qualifying himself by either the Higher or the Lower Standard in more languages than those in which he is required to pass. No rewards will be given for passing in any language examination.

[G.O. No. 1813, Public (Special), dated 11th November 1936.]

Penalty for failure in standard examinations.

25. An Assistant who fails to pass the Lower Standard before completing three years' actual service is liable to suspension, and the same penalty is incurred by an Assistant failing to pass the Higher Standard within four years' actual service. The periods here mentioned extend to and cover the examination following their actual termination.

Subjects of examination.

26. The following are the subjects of examination with the number of marks allotted to each :—

First or Lower Standard Examination.

—		Detailed maximum.	Separate maximum.	Separate minimum.
Division A— The language of the district in which the Assistant is serving (or one of the languages where more than one has been officially recognized).	(1) Reading and explaining manuscripts* of plain handwriting in the language.	..	75	52½
	(2) Dictation in the language.	..	50	35
	(3) Taking down in the language a statement from a complainant or petitioner and reading it over to him.	..	50	35
	(4) Conversation in the language for 10–15 minutes each with at least three persons, e.g., a ryot, an educated Indian belonging to the middle or upper middle classes and a shop keeper on subjects essentially different.	..	125	87½
Division B ..	(1) Penal Code, Special and Local Criminal Laws.	Without books 30 With books 90	240	120
	(2) Criminal Procedure Code.	Without books 30 With books 90		
Division C ..	Revenue, etc., Law, Board's Standing Orders, etc.	Without books 50 With books 150	200	100
Division D ..	Law of Evidence	Without books 25 With books 75	100	50

* The manuscripts shall include both petitions and official letters such as Tahsildars' orders to village officers.

Second or Higher Standard Examination.

—		Detailed maximum.	Separate maximum.	Separate minimum.
Division A—The language of the district in which the Assistant is serving (or one of the languages where more than one has been officially recognized).	(1) Reading and explaining manuscripts* in the language.	..	125	$87\frac{1}{2}$
	(2) Dictating a short order in the language.	..	75	$52\frac{1}{2}$
	(3) Taking down in the language a statement from a complainant or petitioner, reading it over to him and questioning him thereon.	..	75	$52\frac{1}{2}$
	(4) Conversation in polite and grammatical language with one educated person and two or more villagers for 10–15 minutes each, on subjects essentially different. The candidate is also required to converse with fluency.	..	175	$122\frac{1}{2}$
Division B ..	(1) The Madras Financial and Account Code. (2) The Madras Treasury Code	With books.	100	50
Division C ..	Revenue, etc., Law— Without books	50	200	100
	With books	150		
Division D ..	Principles of Revenue Survey— (1) The Settlement and Resettlement Manuals. (2) Standing Information for the Madras Presidency under the head of Settlement. (3) The Survey Manual and the rules for revision survey and resurvey.	Without books.	100	50
Division E ..	The Madras Estates Land Act— Without books	50	200	100
	With books	150		

[G.Os. No. 508, Public (Special), dated 5th May 1931; No. 2035, Public (Special), dated 28th November 1935; No. 694, Public (Special), dated 6th April 1936; No. 1832, Public (Special), dated 14th September 1940.]

Conditions for a pass.

27. An Assistant who has once passed in any one of the above divisions according to either standard shall not be required to pass in it again by the same standard; but in order to pass in a division, a candidate shall obtain the separate minimum prescribed for each subdivision, provided that an Assistant who, at an examination for the Lower Standard, has obtained 150 marks in Division C shall be held without further examination to have passed in Division C of the Higher Standard. For the written portion of the language examinations for the Higher and Lower Standards separate papers of different degrees

* The manuscripts shall include both petitions and official letters such as Tahsildars' orders to village officers.

Page 20.—In the statement under "Second or Higher Standard Examination" *for* the entries under "Division A" the following entries shall be substituted, viz. :—

Division A— First Class Language test —Higher standard :— The language of the district in which the Assistant is serving (or one of the languages where more than one has been officially recognized).	(1) Dictating a short order in the language.	..	75	52½
	(2) Taking down in the language a statement from a complainant or petitioner, reading it over to him and questioning him thereon.	..	75	52½
	(3) Conversation in polite and grammatical language with one educated person and two or more villagers for 10 to 15 minutes each on subjects essentially different. The candidate is also required to converse with fluency.	..	175	122½
	(4) Reading and explaining manuscripts in the language.	..	125	87½

[G.O. Ms. No. 255, Public (Special), dated 22nd January 1942.]

[I list, 24-1-42]

Page 20, *paragraph* 26.—In the statement under "Second or Higher Standard Examination", *for* the existing entries relating to Division *B*, the following entries shall be substituted viz.—

(1) The Madras Financial Code. (2) The Madras Treasury Code. (3) The Madras Account Code.	With books.	100	50

NOTE.—The proportion of questions to be set from each of the three codes will be roughly one-third of the total number of questions.

[G.O. Ms. No. 308, Public (Special), dated 27th January 1942.]

[II list, 2-2-42]

Pages 20–21, *paragraph* 27.—The last sentence beginning with the words " For the written portion " and ending with the words " either standard " shall be deleted.

[G.O. Ms. No. 255, Public (Special), dated 22nd January 1942.]

[I list, 24–1–42]

~~of difficulty will be set, 70 per cent of the maximum marks being required to pass by either standard.~~

(G.O. Mis. No. 1269, Home, dated 17th December 1917.)

I his (Deleted to 255 (p. 221 2

Eligibility for Higher Standard Examination.

28. Subject to the provisions of paragraph 27 an Assistant will not be allowed to appear for Division A or C of the Higher Standard until he has passed the corresponding division of the Lower Standard; nor will he be allowed to appear for Divisions B, D and E of the Higher Standard until he has undergone the course of Treasury, Survey, Maintenance of Revenue Records and Registration and Estates Land Act training prescribed in paragraphs 13, 35 and 35-A respectively.

[G.Os. No. 1814, Revenue, dated 10th August 1921; No. 113, Revenue, dated 18th January 1922; No. 2035, Public (Special), dated 28th November 1935; No. 1832, Public (Special), dated 14th September 1940.]

Lower Standard examination in languages.

29. (1) The first object of the Lower Standard is to test the candidate's proficiency for practical purposes in the language of his district. Under the sub-head "Reading and explaining manuscripts" the candidate will be required first to read aloud and then to explain correctly in English not less than three manuscripts of plain handwriting of which at least one must be a petition. These papers should be taken from official records; they should be written by different persons and should be of average difficulty. They should be supplied by the Madras Public Service Commission, and must not have been seen by the candidate before.

Under the sub-head "Dictation" the candidate will be required to dictate off-hand with some fluency the translation into the language of the district of an English report or other official paper to be furnished by the Madras Public Service Commission. The translation thus dictated must be intelligible and substantially correct.

Under sub-head "Conversation" the candidate will be tested by being required to talk with at least three persons of whom one should be a ryot, another an educated Indian belonging to the middle or upper middle classes and the third a shop keeper on subjects essentially different (to be named by the examiners). The conversation should be maintained for from 10 to 15 minutes with each in such manner and to such extent as shall suffice to satisfy the examiners as to the degree of the candidate's power of understanding Indians of different classes and of making himself understood by them. The subject selected for this conversation should not be an abstruse or out-of-the way topic, but should be such as would be likely to arise in the ordinary course of his intercourse with the people of the country.

A junior civilian, who is a native of the Madras Presidency, will not be allowed to pass the Higher Standard in a language which is his mother-tongue. If he takes his mother-tongue as the second language to be passed by the Lower

Standard, he will be tested only in reading and explaining manuscripts of plain handwriting in the language.

[G.O. No. 1832, Public (Special), dated 14th September 1940.]

(2) The following is a list of books recommended **for** study by Assistant Collectors appearing for the Lower and Higher Standard examinations in languages. It should be noted that they are *not* "text-books" prescribed for these examinations :—

TAMIL.

Readers and books—

Marsden's II and III Readers.
C. R. Namasivaya Mudaliar's Tamil Readers, Nos. II and III.
Arden's Tamil Reader, Volume I.
Modern Model Tamil Readers, Parts I to IV for Lower Standard.
Modern Model Tamil Readers, Parts V to VII for Higher Standard.
Village Officers' Manual.
The Manual of Village Accounts.
Third Book in Tamil by S. G. Daniel, B.A., M.E.S.—Published by the Christian Literature Society.

Phrase books—

Spoken Tamil by Mr. Clayton.
Tamil Self-taught by Don-M-de-Zilva Vickramasinghe.
Tamil Vocabularies with Phrases published by the Christian Literature Society.

Grammars—

Elementary Tamil Grammar by G. W. Pope.
Arden's Tamil Grammar.
Civilians' Tamil Grammar by A. Muttutambi Pillai.

TELUGU.

Readers and books—

The annals of Hande-Anantapuram by G. V. Appa Rao and English Translation of the above books by C. P. Brown.
Hitopadesamu (Simple Prose).
Telugu Selections by Morris.
Translation guide by K. M. Seshachari.
Telugu by the Direct Method by T. F. Cummings.
Telugu Ananda Readers, I to VIII.
Aryakathanidhi Series of V. Subba Rao.
Village Officers' Manual in English and Telugu.

Phrase books—

Vocabularies from Telugu into English and English into Telugu by the Christian Literature Society.

Grammars—
- Arden's Telugu Grammar.
- A Manual of Telugu Grammar for the use of Junior Classes by Abboyi Nayudu.
- Venkayya's Vyakarnam.
- Telugu Grammar by I. Venkayya.

Kanarese.

Readers and books—
- Macmillan's Series of Kanarese Readers—II and III.
- Katha Saptati.
- Hitopadesa by P. Sundara Sastriyar.
- Katha Sangraha—Part I.
- Village Officers' Manual—Part I—Edited by K. Krishna Rao.

Phrase books—
- English into Kanarese Dialogues.
- A Practical Key to the Kanarese Language by Ziegler.

Grammars—
- Kannada Mula Vyakarana by P. Mangesh Rao.
- Kannada Bala Vyakarana.
- Tables of Kanarese Grammar by Graeter.
- Sabdadarsha.

Malayalam.

Readers and books—
- Macmillan's Malayalam Readers, Nos. II and III for Lower Standard.
- Macmillan's Malayalam Readers, No. IV for Higher Standard.
- Kundalata by Appu Nedungadi.

Grammars—
- Balavyakarnam (Elementary lessons in Malayalam Grammar).
- The Grammatical Notes in "Hints and Suggestions for the Teaching of Indian Vernaculars in European Schools—Malayalam."

Newspapers—
- Kerala Patrika, Calicut.
- Malayala Manorama, Kottayam.

Hindustani.

Readers and books—
- Text-books intended for the Educational Officers' Test.
- Dilkash Kahaniyan—Interesting stories—Parts I and II.
- A Practical Method of Learning the Hindustani Language.
- Chamanistan-i-Ajeeb.
- Hindustani Simplified by Dinesh Chandra Dutt, M.A.
- How to Speak Hindustani by E. H. Rogers.
- Forbe's Hindustani Manual.

Grammar—

Hindustani Grammar Self-taught by Captain C. A. Thimm.

[G.Os. No. 192, Law (General),, dated 22nd January 1925; No. 335, Public (Special), dated 8th April 1931; No. 1818, Public (Special), dated 11th November 1936.]

Lower Standard examination in revenue administration and criminal law.

30. The next object of the Lower Standard is to test the Assistant's general acquaintance with the leading principles of the system of revenue administration and criminal law, and especially with so much of the laws and rules of procedure as it is necessary for an officer to know in order to exercise properly the functions of a Sub-Collector. For this purpose sets of questions on revenue and magisterial subjects and on the Law of Evidence will be furnished by the Madras Public Service Commission. These questions should be so framed as to show the possession or the want of a general and intelligent acquaintance with the subjects of examination and the laws applicable thereto.

The papers under Divisions B, C and D should contain questions on the Regulations, Acts and books shown in the lists appended to paragraph 34. The questions should be arranged in two parts—one dealing with the general principles of law and practice embodied in those Acts and Regulations, to be answered without books, and the other dealing with details in answering which the assistance of books will be allowed.

The use of guides, digests or summaries will not, however, be permitted. The examination will be confined to the original laws, standing orders, rules and manuals prescribed in the lists appended to paragraph 34, the object being to test the Assistant's ability to find readily the law or practice on points arising in the ordinary course of business.

(G.Os. No. 512, Public, dated 7th July 1905; No. 911, Public, dated 29th July 1912; No. 1223, Public, dated 15th November 1911; No. 738, Public, dated 18th April 1916.)

Higher Standard examination in languages.

31. The Higher Standard in Division A will be similar in its nature to the Lower but more difficult. Under sub-head (1) manuscripts will not be of plain handwriting but they must be read by the candidate with fluency and their contents correctly explained by him in English. Under sub-head (2) the candidate will be required to dictate with more fluency and accuracy a brief order in one of the languages of the Province on a subject to be mentioned by the Examiners. Under sub-head (3) the test will be as follows :—A complainant or a petitioner will make statements in a narrative form in the language of his district. The candidate must write down these statements with accuracy in that language as they are delivered, and then read them over to the deponent in the same language and put him other questions relating to the

subject matter. Under sub-head (4) the candidate will be required to carry on conversation in polite and grammatical language with one educated person and two or more villagers for ten to fifteen minutes each on subjects essentially different. The candidate is also required to converse with fluency.

[G.O. No. 1832, Public (Special), dated 14th September 1940.]

32. The languages of the various districts for the purposes of paragraphs 29 and 31 are as shown below provided that an Assistant in Vizagapatam must pass in Telugu if he has not previously passed in any other language :— **Languages of districts.**

District.	Languages.
South Arcot	Tamil.
Trichinopoly	Do.
Tanjore	Do.
Madura	Do.
Ramnad	Do.
Tinnevelly	Do.
Godavari, East	Telugu.
Godavari, West	Do.
Kistna	Do.
Guntur	Do.
Nellore	Do.
Cuddapah	Do.
Kurnool	Do.
South Kanara	Kanarese.
Malabar	Malayalam.
Vizagapatam	Telugu.
Bellary	Telugu and Kanarese.
Anantapur	Do.
Chingleput	Tamil and Telugu.
North Arcot	Do.
Chittoor	Do.
Salem	Do.
Madras	Do.
Coimbatore	Tamil and Kanarese.
Nilgiris	Tamil and Malayalam.

[G.Os. No. 1818, Public (Special), dated 11th November 1936 ; No. 1832, Public (Special), dated 14th September 1940.]

For purposes of the examination of junior civilians in a second language Hindustani is recognized as one of the languages irrespective of the district in which the civilian is stationed.

(G.O. Mis. No. 10, Home, dated 5th January 1918.)

33. The questions in Division C of the Higher Standard will cover the whole field of the duties of a Collector and will be set from the Regulations, Acts and books shown in the lists appended to paragraph 34 and arranged in two classes as prescribed in paragraph 30 for Divisions B, C and D of the Lower Standard. The questions in Division B will be set from the manuals prescribed for the test and should be of a **Higher Standard examination in Accounts and Revenue administration.**

practical character. [~~Candidates will not be allowed the use of the manuals in answering them.~~]

Higher Standard Examination in Estates Land Act.

33-A. The questions in Division E of the Higher Standard will cover the whole field of the duties of a Collector under the Estates Land Act, and will be set from the Estates Land Act (revised up to date) and the rules made under the Act shown in the list appended to paragraph 34 and arranged in two parts—one dealing with the general principles and questions of policy, to be answered without books, and the other dealing with details and application of principles, to be answered with the assistance of books.

Acts and books to be studied for Lower and Higher Standards.

34. The following is a list of Acts and books which should engage the attention of civilians studying for Divisions B, C and D of the Lower Standard and Divisions B, C and E of the Higher Standard :—

Division B—Lower Standard.

General Acts of the Governor-General in Council.

Year.	Number.	Subject or short title.
1860	XLV	The Indian Penal Code.
1871	I	The Cattle Trespass Act, 1871.
1873	X	The Indian Oaths Act, 1873.
1878	XI	The Indian Arms Act, 1878.
1898	V	The Criminal Procedure Code, 1898.
1900	III	The Prisoners Act, 1900.
1903	XV	The Indian Extradition Act, 1903.
1909	IV	The Whipping Act, 1909.
1920	IV	The Madras Children's Act, 1920.
1926	V	The Madras Borstal Schools Act, 1925.
1930	III	The Madras Gaming Act, 1930.
1930	V	The Madras Suppression of Immoral Traffic Act, 1930.

Local Acts of the Governor-General in Council.

1859	XXIV	The Madras District Police Act, 1859.

Madras Acts.

1888	II	The Places of Public Resort Act, 1888.
1889	III	The Towns Nuisances Act, 1889.

Commentaries.

(1) Mayne's Indian Penal Code.
(2) Prinsep's Code of Criminal Procedure.

Division D—Lower Standard.

General Acts of the Governor-General in Council.

1872	I	The Indian Evidence Act, 1872.

Page 26, *paragraph* 33.—*For* the last sentence, the following sentence shall be substituted, viz. :—

"Candidates will be allowed the use of the books in answering them."

[G.O. Ms. No. 255, Public (Special), dated 22nd January 1942.]

[I list, 24-1-42]

Division D—Lower Standard—*cont.*

Commentaries.

(1) Indian Evidence Act, by Sir Henry Stewart Cunningham.

(2) Indian Evidence Act, by Ratanlal Ranchoddas and Dhirajlal Keshavlal Tahkore.

Division B—Higher Standard.

The Madras Financial and Account Code.

The Madras Treasury Code.

[G.O. No. 1895, Public (Special), dated 23rd November 1938.]

Division C—Lower and Higher Standards.

General Acts of the Governor-General in Council.

Year.	Number.	Subject or short title.
1870	VII	The Court Fees Act, 1870.
1883	XIX	The Land Improvement Loans Act, 1883.
1884	XII	The Agriculturists' Loans Act, 1884.
1894	I	The Land Acquisition Act, 1894.
1897	X	The General Clauses Act, 1897.
1899	II	The Indian Stamp Act, 1899.
1922	XI	The Indian Income-tax Act, 1922.
1878	I	The Opium Act, 1878.
1930	II	The Dangerous Drugs Act, 1930.

Madras Acts.

1927	V	The Madras Local Authorities Entertainments Act, 1926.
1931	III	The Madras Motor Vehicles Taxation Act, 1931.

[G.O. No. 132, Public (Special), dated 23rd January 1935.]

Local Acts of the Governor-General in Council.

1857	VII	The Madras Uncovenanted Officers Act, 1857.
1858	I	The Madras Compulsory Labour Act, 1858.

Unrepealed Madras Regulations.

1802	XXV	The Madras Permanent Settlement Regulation, 1802.
1802	XXVI	The Madras Land Registration Regulation, 1802.
1803	I	The Madras Board of Revenue Regulation, 1803.
1803	II	The Madras Collectors Regulation, 1803.
1822	IX	The Madras Revenue Malversation Regulation, 1822.
1828	VII	The Madras Subordinate Collectors and Revenue Malversation (Amendment) Regulation, 1828.

Madras Acts.

1864	II	The Madras Revenue Recovery Act, 1864.
1865	VII	The Madras Irrigation Cess Act, 1865.

Division C—Lower and Higher Standards—*cont.*

Madras Acts—cont.

Year.	Number.	Subject or short title.
1866	II	The Madras Cattle Disease Act, 1866
1867	I	The Madras General Clauses Act, 1867.
1869	III	The Madras Revenue Summonses Act, 1869.
1876	I	The Madras Land Revenue Assessment Act, 1876.
1882	V	The Madras Forest Act, 1882.
1886	I	The Madras Abkari Act, 1886.
1889	I	The Madras Village Courts Act, 1889.
1889	IV	The Madras Salt Act, 1889.
1891	I	The Madras General Clauses Act, 1891.
1893	V	The Madras Revenue Enquiries Act, 1893.
1894	I	The Madras Board of Revenue Act, 1894.
1894	II	The Madras Proprietary Estates Village Service Act, 1894.
1895	III	The Madras Hereditary Village Officers Act, 1895.
1902	I	The Madras Court of Wards Act, 1902.
1905	III	The Madras Land Encroachment Act, 1905.
1911	IV	The Limited Proprietors Act, 1911.
1920	V	The Madras District Municipalities Act, 1920.
1920	XIV	The Madras Local Boards Act, 1920.
1923	VIII	The Madras Survey and Boundaries Act, 1923.

Manuals.

(1) Standing Orders of the Board of Revenue.
(2) Village and Taluk Accounts.
(3) Village Officers' Manual.
(4) District Office Manual.
(5) Book compiled by Sri Rao Bahadur A. A. Venkatarama Ayyar—Section dealing with Revenue Settlement.
(6) The Famine Code.

Note.—The Acts included in this list should be read subject to any modifications which may have been introduced into them by subsequent enactments. A candidate must ascertain for himself whether any such modifications have been made. A list of "Acts and Regulations in force in the Madras Presidency" published from time to time by the Legislative Department will be found in every Collector's library.

Division E—Higher Standard.

Year	Number	Subject or short title
1908	I	The Madras Estates Land Act, 1908 (revised up to date).

Rules made under sections 192 (1) and 215 of the Act.

[G.Os. No. 2035, Public (Special), dated 28th November 1935 ; No. 1832, Public (Special), dated 14th September 1940.]

Training in Survey and Maintenance of Revenue Records and Registration.

35. (1) Prior to the examination in the "Principles of Survey" prescribed in paragraph 26 for Division D of the Higher Standard, every junior civilian must undergo a practical training in Survey and in the maintenance of Revenue Records and Registration for a period of three weeks. No officer will be entitled to appear for Division D of the Higher Standard

Page 29, *paragraph* 35.—*For* sub-paragraph (2), the following shall be substituted, viz :—

" The training will be given by the Assistant Director of Survey and Land Records in charge of the Range comprising the district in which the Assistant Collector is undergoing training."

[G.O. Ms. No. 2285, Public (Special), dated 31st July 1942.]

[IV list, 3-8-42]

examination until he has completed this practical course of training.

(2) ~~The training will be given by the Assistant Director of Survey and Land Records in a camp near Madras.~~ Substd. I on

(3) The most suitable time for the practical training will ordinarily be after the completion of the standard examinations in July.

(4) Every Assistant will be expected to have made himself practically acquainted with the use of the chain, cross-staff, offset pole, plotting compasses, scale and bit and area square before his training commences. The Assistant Director of Survey and Land Records should arrange to supply the Assistant Collectors with the requisite instruments. The Assistant should then be required as an exercise to survey and plot a small field and take its area. The Assistant should read at least chapters IV, VI (1 to 10), VIII and IX of the Manual of Chain Survey for Karnams and Revenue subordinates and may profitably read the whole of it.

(5) The course of instruction will be as follows:—

A. *Survey.*—(i) Survey of fields and subdivisions as taught to karnams. Plotting of field maps. Taking of areas.

(ii) General principles on which village and taluk maps are constructed. Methods of angular survey used and instruments employed in so far as a knowledge of them may be necessary to explain the process of map construction.

(iii) Nature and use of survey land register.

B. *Maintenance of Revenue Records and Registration.*—

(i) Use of field and village maps. Identification of fields. Replacement of missing stones.

(ii) Maintenance duties of karnams and other revenue officials. Use of demarcation sketches and stone registers.

(iii) Measurement and plotting of subdivisions. Maintenance of village permanent registers and field measurement books.

(iv) Board's Standing Orders Nos. 34-A, 34-B and 34-C and the appendices thereto.

C. *General Principles.*—Survey as the basis of land revenue accounts. Necessity of maintenance. History of surveys in the Madras Presidency.

D. *Revision of Registration.*—(i) Principles on which ryotwari holdings are registered and transferred.

(ii) Inams. How dealt with.

(6) When the practical courses have been completed the Assistant Director of Survey and Land Records will prepare a statement in the form appended and submit it to the Collector. If the Collector is not satisfied that the Assistant Collector has

benefited by the practical training he will report the matter for the orders of the Board of Revenue. When the junior civilian applies to sit for the examination prescribed in paragraph 26 for Division D of the Higher Standard, the Collector will certify on the application whether the practical training has been successfully undergone or not.

Statement showing the results of the training in Survey and Maintenance of Revenue Records and Registration.

Number.	Name of the officer trained.	Appointment held.	Remarks as to whether the officer has profited by his training.

[G.O. No. 1832, Public (Special), dated 14th September 1940.]

Training in Estates Land Act work.

35-A. (1) Before appearing for the examination in Estates Land Act prescribed in paragraph 26 for Division E of the Higher Standard, every junior civilian must undergo a month's training in Estates Land Act work. No officer will be eligible to appear for Division E of the Higher Standard examination until he has completed the course of training and produces a certificate from the Collector prescribed in sub-paragraph (4) below.

(2) The training will be given after the Assistant Collector has completed his training with a Deputy Tahsildar or Sub-Magistrate and a Tahsildar. For the purpose of training in Estates Land Act work the officer should be posted to districts where this work is heavy and if possible, to districts where Special Deputy Collectors are employed for the trial of suits under the Act. The Board will submit to Government suitable proposals for this purpose in consultation with the Collectors of the districts concerned.

(3) The course of training will be as follows :—

(*a*) During the first week of the training the officer should study the forms and registers under the Act and make himself conversant with the preliminary items of work relating to Estates Land Act suits, such as, checking of plaints, calculation of appeal time, scrutiny of the adequacy or otherwise of the stamp duty, etc.

(*b*) During the second week, he should familiarize himself with the maintenance of account books and registers and should study the records in pending suits, noting on execution petitions, preparations of

issues and draft decrees with memorandum of costs and preparation of index records. He should inspect the records and registers of the office relating to the Estates Land Act work covering a period of six months prior to the date of the commencement of the training and note on the defects observed by him in the records.

(c) During the third and fourth weeks, the officer should attend the Estates Land Act Court. He should take notes during the trial of the suits by the Special Deputy Collector and submit a copy of the notes to the officer under whom he is trained. The officer under whom the Assistant Collector is being trained should submit a report to the Collector on his work in connection with the Estates Land Act.

(4) At the end of the training, the Collector should certify that the officer has or has not acquired a working knowledge of the Estates Land Act work and has or has not satisfactorily undergone the course of training in Estates Land Act work. The Board, in consultation with the Collector concerned, reserves the power of extending the period of training, if it finds that the officer has not received the full benefit thereof.

(5) When the officer completes the training in Estates Land Act work, and after he has been gazetted to do Estates Land Act work in the division to which he is attached for his general training, he should, where practicable, be given a number of suits and applications under the Estates Land Act to try. Simple cases should be transferred to him first. When he has gained experience more complicated cases may be sent to him for trial.

(6) Collectors should include in their half-yearly reports upon Assistant Collectors a note on the Assistant Collector's work under the Estates Land Act—paragraph 16 above.

[G.Os. No. 2035, Public (Special), dated 28th November 1935; No. 1832, Public (Special), dated 14th September 1940.]

36 to **38.** *Omitted.*

[G.O. No. 1818, Public (Special), dated 11th November 1936.]

CHAPTER IV.—APPOINTMENTS.

39. Every Civil Servant is bound to serve wherever the Government, at any period of his career, requires him to go. **Liability of Civilians to serve wherever posted.**

(G.O. No. 872, Public, dated 24th May 1878.)

40. When notifications of appointments are inserted in the *Fort St. George Gazette*, no separate communication of the same will necessarily be made to the officers concerned. All officers shall act on such notifications in the same manner as if they had been communicated by letter from the Secretariat, **Notification of appointments in the Gazette. Handing over charge.**

and shall join their stations within the period prescribed by the rules, unless otherwise directed.

Gazetted officers shall not give over charge in advance of orders in the Gazette in the absence of specific instructions in writing, official or demi-official, from a Secretary to Government. Any such instructions will invariably be transmitted through the official superior of the officer concerned.

(E.M.C., 26th February 1841, Judicial; Gazette Notification No. 337, Public, dated 25th June 1890.)

Reports of assumption of charge by Collectors and District Judges.

41. Whenever an officer assumes charge of the appointment of Collector or District and Sessions Judge, he shall, immediately on such assumption, report the fact by telegram to the Chief Secretary to Government.

(G.O. No. 776, Public, dated 8th August 1900.)

Judicial branch: Selection and training.

42. Officers may be definitely selected for the Judicial branch at any stage between five and eight years' service. Before they are permanently selected to be District and Sessions Judges they will undergo a period of training for eighteen months in the posts of Munsif and Subordinate Judge or Additional District Judge.

(G.Os. No. 735, Public, dated 26th October 1921; No. 117, Public, dated 3rd February 1925.)

Selection of officers for Collectorships, District Judgeships, Memberships of the Board of Revenue and higher posts.

43. The following principles will determine the selection of officers for Collectorships, District Judgeships, Memberships of the Board of Revenue and higher posts:—

(i) As a general rule, the principle of selection, as opposed to mere promotion by seniority, will be observed in making appointments to all the higher posts in the service, due value being allowed to years and experience.

(ii) An officer who at one time is superseded on account of faults of temperament or judgment, or on account of the existence of markedly superior qualifications in some other officer, may rightly receive promotion at some later date when his own defects have been corrected or when there is no competitor with superior claims in the field.

(iii) Promotion to the rank of Collector or District Judge will continue to be by seniority, subject to the rejection of the unfit, which will be rigorously enforced; in the case of District Judgeships, the two appointments in the first grade are regarded as special selection appointments.

(G.O. No. 427, Public, dated 28th May 1910.)

(iv) An officer will ordinarily not be superseded for promotion to a Collectorship or District Judgeship until he has been tried during a period of probation (which will confer no claim to eventual confirmation) in an

officiating capacity; but an officiating appointment will be refused to an officer who is obviously unsuitable.

(v) Promotion to the office of Member of the Board of Revenue will be by selection from the best Executive officers of the Presidency, seniority only being regarded where other qualifications are practically equal. Confirmation in this office will ordinarily be deferred until an officer has given practical demonstration during an officiating term of his fitness for the position, but no claim as of right to officiating appointments, still less to confirmation, will be recognized.

(vi) When an appointment to a selection grade or post is made, the Government will undertake a definite selection from among the officers whose claims to promotion deserve consideration.

(vii) No appeal lies to the Secretary of State on the ground that an officer has not been selected for a particular selection appointment. An officer, however, who feels himself aggrieved by non-selection is at liberty to submit a representation to the Secretary of State under the Memorial Rules and the memorial is not liable to be withheld unless his claim is manifestly unreasonable.

(G.Os. No. 427, Public, dated 28th May 1910; No. 2, Public, dated 3rd January 1912; No. 1130, Public, dated 9th September 1913; No. 519, Public, dated 29th May 1926; Home Dept. Letter No. F431-27/Est., dated 12th July 1928; G.O. No. 948, Public, dated 4th August 1930.)

Leave while holding tenure posts.

44. An officer appointed to any of the undermentioned posts will not be granted leave during the three years' tenure of the post except for very special and urgent reasons :—

(1) Junior Secretaries to Government;
(2) Deputy Secretaries to Government;
(3) Under Secretaries to Government;
(4) Secretary to the Board of Revenue.

Similarly, leave will not ordinarily be granted to any officer during the first two years of his tenure, whether acting or permanent, of any one of the undermentioned posts :—

(1) Chief Secretary to Government;
(2) Member of the Board of Revenue;
(3) Registrar of Co-operative Societies;
(4) Director of Industries;
(5) Commissioner of Labour;
(6) Inspector of Municipal Councils and Local Boards.

NOTE.—A period of acting incumbency immediately preceding permanent appointment may be taken into account in reckoning the period of an officer's term.

(G.O. No. 298, Public, dated 24th March 1929.)

Conditions applicable to certain special appointments.

45. The following conditions apply to certain special appointments :—

I.—(*a*) *Under Secretary to Government.*—(1) Ordinarily, at least three years' district service shall be required before an officer is appointed to this post.

(2) (i) The tenure of the post by an officer will ordinarily be for three years ;

(ii) the period will be calculated in respect of each officer from the date on which he began to hold an appointment in the Secretariat continuously ;

(iii) after an officer has held the same post of Under Secretary for six months continuously the question whether he should be retained in that post will be determined by the Government in each case.

(*b*) *Registrar of the High Court.*—The tenure of this post by an officer of the Indian Civil Service shall ordinarily be limited to three years.

(*c*) *Civilian Secretaries to the Board of Revenue.*—The tenure of these posts shall ordinarily be limited to three years, but the Government will always be ready to consider the advisability of extending the term to a maximum of five years in any individual case.

(*d*) *Deputy Secretaries to Government.*—The tenure of these posts is limited to a maximum period of three years, the period being calculated in respect of each officer from the date on which he began to hold an appointment in the Secretariat continuously. The Government have discretion to extend the limit of three years in individual cases and if an officer goes on leave before the completion of his tenure of three years, the question whether he should or should not return to the Secretariat at the end of his leave for the unexpired portion of the period of three years will be settled on the merits of each case.

[G.Os. No. 742, Public, dated 6th August 1925 ; No. 2118, Public (Special), dated 7th December 1935.]

(*e*) *Secretaries to Government.*—The posts of Junior Secretary to Government are graded with Collectorships. The tenure of these posts is limited to three years, the period being calculated with reference to the date from which an officer holds the appointment continuously. The Government have discretion to extend the limit in individual cases ; and if an officer goes on long leave during the tenure of his three years, the question whether he should or should not return to the Secretariat

at the end of his leave will be settled on the merits of the case.

II. No junior civilian will be eligible for an appointment in the Secretariat, in the High Court or in the Board of Revenue, until he has completed all the departmental examinations by the Higher and Lower Standards and has also passed in a second vernacular by the Lower Standard.

III. An interval of three years' district service shall ordinarily be required between two periods of Secretariat service. "Secretariat" service is defined as including, besides Secretariat work in the accepted sense, service as Secretary to the Board of Revenue or employment on special duty of a Secretariat kind. This definition excludes those employments which, though they have their headquarters at the centre of the administration, yet require the incumbent to tour, and thus bring him into touch with the actual working of the district administration viewed from one aspect or another. Such posts would be the Registrar of Co-operative Societies, the Director of Industries, and the like.

[G.Os. No. 938, Public, dated 29th November 1909; No. 591, Public, dated 11th July 1910; No. 1204, Public, dated 21st December 1910; No. 417, Public, dated 2nd July 1921; No. 1150, Public (Special), dated 5th November 1929; No. 645, Public (Special), dated 22nd May 1930.]

Reversion to the regular line—rank of officer.

46. Whenever an officer returns to duty in the ordinary line from a special appointment or from service under another Government, he will on so doing take the place in the ordinary judicial or executive line which he would be entitled to by his standing in the service and there will be a consequent reversion of junior officers in the grades thus affected.

(G.O. No. 427, Public, dated 28th May 1910.)

Acting promotions and reversions.

47. The Accountant-General will submit to Government every month a list of permissible acting promotions and of the necessary reversions according to seniority, and the promotions and reversions which receive the approval of the Government will be communicated to the officers concerned.

Appointments under the Government of India—Rules regarding.

48. The rules relating to the appointment of officers of the Indian Civil Service to posts in the Political Department, the Indian Audit and Accounts Service, the Imperial Customs Service and as Postmasters-General are given in Appendix V.

CHAPTER V.—LEAVE.

Leave.

49. Leave cannot be claimed as of right. When the exigencies of the public service so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it.

(Fundamental Rule 67.)

Intimation of intention to apply for leave.

50. Members of the Indian Civil Service who intend to apply for leave should intimate informally to the Chief Secretary their intention of doing so some time before they submit their formal applications to Government.

(O.M. No. 460, Public, dated 19th March 1901.)

Commencement of leave.

51. Every officer applying for leave shall state, in his application for the same, the date from which he wishes his leave to commence.

(G.O. No. 516, Public, dated 16th July 1890.)

Postage on applications for leave.

52. Applications for leave shall be submitted by officers in letters post paid. This ruling applies to the application by the officer requiring leave. Any such applications forwarded officially by superior officers shall be treated as official communications. Telegrams from officers respecting their applications for leave of absence, appointments and other matters of a personal nature may not be sent at the expense of the State. Any telegram sent to an officer on leave out of India in his interest should be paid for by him.

(G.O. No. 97, Public, dated 10th February 1892.)

Address during leave.

53. All members of the Indian Civil Service are required to furnish Government, immediately before quitting their stations on leave of any description for periods exceeding one month and during periodical vacations and recesses, with their addresses during their absence.

(G.O. No. 1045, Public, dated 5th August 1897.)

Address during deputation in England.

54. Officers recommended for a period of deputation in England should report their address to the High Commissioner for India as soon as possible.

(G.O. No. 601, Financial, dated 28th December 1908.)

Return from leave out of India.

55. An officer of the Indian Civil Service, when absent from India on leave, should intimate to the Chief Secretary on as early a date as possible before starting for India (*a*) the vessel and steamship line by which he intends to return, (*b*) the port in India, or, if he returns by Ceylon, in Ceylon, at which he proposes to land, and (*c*) the probable date of landing at that port. At the port of landing, he should call for letters at the office of the agents of the vessel by which he has returned from leave.

(G.O. No. 46, Public, dated 18th January 1904.)

Return to duty before expiry of leave.

56. An officer proposing to return to duty before the expiry of his leave should notify his intention to Government. Unless specific permission is granted, he may not return to duty more than fourteen days before the expiry of the period of leave granted to him.

(G.Os. No. 443, Public, dated 19th April 1899; No. 207, Financial, dated 11th May 1908.)

Chapter VII—Paragraph 61—*Pages* 37-38—

Omit. paragraph 61.

[G.O. Ms. No. 1748, Public (Services), dated 4th April 1950.]

[XXXII list, 11-4-50]

Officers on return from leave cannot claim appointment immediately.

57. An officer on return from leave cannot be held to be entitled to claim that the Government shall at once provide him with a suitable appointment. In such cases, the public convenience must be consulted and the officer concerned must, if necessary, submit to such delay as may be required in the interests of the public service.

(G.O. No. 1034, Public, dated 25th September 1882.)

Concessions for legal study while on leave in England.

58. With a view to encouraging members of the Indian Civil Service and of the Judicial and Executive branches of the Provincial Civil Service to undertake courses of legal study while on leave in the United Kingdom and to be called to the Bar, the Secretary of State for India has allowed certain concessions. The rules issued on the subject are contained in Appendix VI of this Manual.

CHAPTER VI.—TRAVELLING AND OTHER ALLOWANCES.

Daily allowance admissible only for absence on duty.

59. Controlling officers shall disallow in every case claims to daily allowance by officers absent from their districts otherwise than on public duty, whether during authorized holidays or on casual leave. This ruling applies to the case of an officer whose circle of duty extends over more than a single district.

(G.Os. No. 1175, dated 31st October 1892; No. 475, Financial, dated 18th June 1894.)

Applications for allowances.

60. Officers applying for deputation, travelling and other allowances and extensions of joining time and of subsidiary leave shall invariably do so through the Accountant-General.

(G.Os. No. 1886, Financial, dated 15th August 1884; No. 918, Public, dated 10th July 1897.)

Uniform allowance to Under Secretary, Chief Secretariat.

61. In the absence of special orders of the Government an officer appointed to be Under Secretary in the Public (Political) Department need not provide himself with the civil uniform which he is expected to wear on certain ceremonial occasions until he has discharged the duties of the office for six months. Subject to this condition, the Under Secretary, Public (Political) Department, will be given for this purpose a grant of Rs. 1,400 or the actual cost of the Full dress, Levee dress and Mess dress uniforms, whichever is less. He will not be required to buy the *Undress* uniform prescribed till an occasion arises for him to wear it. When he buys it he will be given an additional allowance of Rs. 800 or the actual cost, whichever is less.

If an officer prefers to buy second-hand uniforms the price to be paid should be approved by the Chief Secretary beforehand; the amount of the grant will in no case exceed the limits specified above.

omitted vide XXXII list

An Under Secretary will be permitted to dispose of his uniform by sale when he ceases to hold the office, but if he does so, any money so obtained, up to the amount originally granted will be repaid by him to Government.

[G.O. Mis. No. 1064, Public (Services), dated 21st October 1929.]

CHAPTER VII.—HORSES AND MOTOR VEHICLES.

Horses and motor vehicles.

62. Every officer of the Indian Civil Service employed in the Revenue Department who is required to spend a portion of the year in touring, is expected to keep and maintain a serviceable horse or a motor-car or a motor-bicycle.

(G.O. Mis. No. 651, Revenue, dated 5th April 1922.)

63 to **66.** *Omitted.*

[G.O. No. 60, Public (Special), dated 22nd January 1934.]

CHAPTER VIII.—REPORTS OF MOVEMENTS.

Reports of arrival at, return to or departure from, the Presidency Head-quarters.

67. The instructions issued by Government on the subject of reports to be made, for the information of His Excellency the Governor and of the Government, by officers of their arrival at, return to and departure from, Madras or Ootacamund, are printed in Appendix VIII.

Adjournment of Courts.

68. District and Sessions Judges shall report to the Chief Secretary to Government the dates of the annual adjournment of their Courts as soon as they have been reported to the High Court and definitely fixed.

(Memorandum No. 711, Public, dated 16th February 1910.)

Absence from the Presidency during vacation of District and Sessions Judges.

69. Officers of the Indian Civil Service are precluded under their covenants from leaving the Presidency without the previous permission of the Government. Sessions Judges should, when applying to Government for permission to leave the Presidency, invariably state that they have made adequate provision for the conduct of any work which may arise during the vacation, and in particular that there is no sentence of death awaiting confirmation in connexion with which their presence is likely to be required.

(G.O. No. 1453, Judicial, dated 11th September 1899.)

NOTE.—(1) The Collector of Tinnevelly has been given general permission by the Government to pass through the State of Travancore whenever necessary in order to visit Anjengo and Tangasseri on duty.

[G.Os. Ms. No. 69, Public (Special), dated 12th January 1932;
Ms. No. 657, Public (Special), dated 22nd June 1934.]

NOTE.—(2) General permission has been accorded to officers of the Indian Civil Service and holders of "listed" posts to leave the Presidency for short periods not exceeding ten days in each case. Before leaving their stations officers should intimate by demi-official letter to the Chief Secretary to Government and to the authorities immediately superior to them the

purpose, the probable period of absence, the place or places they propose to visit, their address during absence and the arrangements made for urgent work.

[G.O. No. 433, Public (Special), dated 26th February 1940.]

70. The Government desire that, whenever Collectors leave their districts, they should, before quitting, intimate the fact and the probable period of absence and their address during absence to the Chief Secretary to Government by demi-official letter. The existing orders requiring a report to the Board of Revenue will remain in force.

Report by Collectors when leaving their districts.

(Memorandum No. R. 363, Public, dated 18th June 1928.)

71. All letters sent by Government officers in their official capacity, in reply to communications of any kind received from private individuals or associations, shall be despatched "service paid."

Official letters to be sent "Service paid."

(G.O. No. 532, Public, dated 22nd July 1905.)

CHAPTER IX.—MISCELLANEOUS.

72. All correspondence on personal matters—whether official or demi-official—should be addressed to the Chief Secretary and in the case of Sub-Collectors and Assistant Collectors must be sent through the Collector of the district in which they are serving. In cases of urgency, however, telegrams or letters may be sent direct, a copy being sent to the Collector at the same time.

Instructions regarding correspondence in personal matters.

73. No member of the Indian Civil Service may join the Auxiliary Force (India), the Indian Territorial Force or the Army in India Reserve of Officers.

Prohibition against military training.

(G.Os. No. 274, Public, dated 17th March 1928; No. 831, Public, dated 29th September 1928.)

74. The Government consider it unbecoming for any officer of the Indian Civil Service to appear as a *paid* examiner at a school examination in the district in which he is employed.

Acceptance of paid examinership.

(G.O. No. 604, Public, dated 9th May 1897.)

75. No retired member of the Indian Civil Service shall be employed in any appointment to which the approval of a Local Government or Administration has to be given, without the previous sanction of the Government of India.

Employment after retirement.

(G.O. No. 689, Public, dated 20th May 1898.)

76. It is not open to a member of His Majesty's Indian Civil Service consistently with the conditions of his service to enter the paid service of His Majesty's Government in the United Kingdom without the previous sanction of the Secretary

Acceptance of official employment while on leave.

of State. An officer on leave is for the time being under the orders of the Secretary of State, and application for permission to accept such employment should be addressed to him. The principle which has guided the Secretary of State in dealing with such applications has been to distinguish between cases of leave on medical certificate and ordinary leave. In the former case, an officer could not be allowed to accept any employment which might interfere with his restoration to health and fitness to resume his place in the service of Government; in the latter case, acceptance of official employment, when offered, has been permitted, subject to the requirements of the public service in India, which might demand that the officer should be recalled to duty before the expiration of his leave.

Under article 772 (*b*) of the Civil Service Regulations, no contribution for pension is required from an officer who may be lent for Imperial purposes.

(G.O. No. 212, Public, dated 21st February 1899.)

The Government Servants' Conduct Rules.

77. The special attention of all members of the Indian Civil Service is drawn to the general rules for the guidance of all Government servants which are embodied in the Government Servants' Conduct Rules.

NOTE.—Every member of the Indian Civil Service is expected to inform the Government of any reason that there may be why it is undesirable in the public interest that he should be employed in a particular district or division, such as, for example, the near relationship of himself or his wife to any person or persons residing in that district or division.

[G.O. No. 1536, Public (Special), dated 1st December 1932.]

Particulars to be furnished by officers eligible for passage benefits.

77-A. Every officer who is or becomes eligible for passage benefits under Schedule IV to the Superior Civil Services Rules should furnish to the Accountant-General, Madras, through the Chief Secretary to Government, the following particulars :—

(i) Name of the officer's wife,

(ii) date of his marriage,

(iii) names, sex, and dates of birth of legitimate children and step-children residing with and wholly dependent on the officer, and

(iv) all subsequent events which affect the eligibility for the concessions of the officer himself or any member of his family.

In respect of female children it should be stated whether they are married or not, and a special report should be sent immediately marriage of children or death of any member of the family entitled to the concession occurs.

(G.O. No. 676, Public, dated 18th July 1925.)

CHAPTER X.—RETIREMENT.

78. The following orders have been issued by the Secretary of State on the question of the compulsory retirement of officers of the Indian Civil Service on the ground of proved unfitness for further advancement :— **Compulsory retirement of officers of the Indian Civil Service on the ground of proved unfitness for further advancement.**

(i) It is a condition of service in the Indian Civil Service that the Secretary of State has the power, on the recommendation of the Local Government and the Government of India, to remove from the Service any officer who is proved to be unfit for further advancement ;

(ii) No officer will be so removed until he has had full notice of the grounds on which inefficiency is alleged against him and an opportunity of making his defence, and no lower authority than the Secretary of State shall have power to remove an officer from the Service.

79. (i) A member of the Indian Civil Service, who is not a Judge of a High Court, must retire after 35 years' service, counted from the date of his arrival in India ; provided that, if he has held his post for less than five years, he may, with the sanction of the Governor-General in Council, be permitted to retain it until he has held it for that period. **Ordinary retirement of Indian Civil Servants.**

(ii) A member of the Indian Civil Service, who is a Judge of a High Court, must retire on attaining the age of 60 years.

[F.R. 56 (*c*) (i) and (ii).]

80. The premature retirement rules are given in the Manual of Statutory Rules and Orders. **Premature retirement of Indian Civil Servants.**

APPENDIX I.

INDIAN CIVIL SERVICE COVENANT.

Recital of the terms on which the party enters into the service.

THIS INDENTURE made the day of in the year of our Lord 194 , between hereinafter called the Covenantor, of the one part, and the Secretary of State of the other part. Whereas the Secretary of State has appointed the Covenantor to serve His Majesty as a Member of the Civil Service of India, in the Presidency of in the East Indies (with the option to the Government of India at any time and from time to time to require him to serve elsewhere in India), such service to continue during the pleasure of His Majesty, His Heirs and Successors, to be signified under the hand of the Secretary of State for India, but with liberty for the said Covenantor to resign the said service, with the previous permission of the Secretary of State or of the Government under which he may for the time being be serving. Now this indenture witnesseth and the said Covenantor doth hereby covenant and agree with and to the Secretary of State, in manner and form following; that is to say,—

He covenants.

For his general fidelity.

(1) That while he shall be employed in the said service he will faithfully, honestly, and diligently do all such things as shall be lawfully committed to his charge by or on the part of the Secretary of State, or of the Government in India, or in execution of his duty.

To obey orders of a general nature, and specially relating to the party.

(2) That he will perform and obey all such general rules and regulations of the Secretary of State and of the said service as shall be in force in relation to all things to be committed to his charge or to be done by him, or to any rank, office, or station in which he shall act, and will observe and obey all such orders relating to himself or his conduct as he shall receive from the Secretary of State in Council or the Government in India, or any person who shall have lawful authority to command him.

To keep regular accounts, to preserve and duly deliver over chattels and realty, and to produce private accounts.

(3) That he will regularly and justly keep all accounts touching his transactions for the Government in India, and will preserve and keep all such documents, chattels, and realty as shall be committed to his charge, or as it shall be his duty to preserve and keep, and shall not wilfully obliterate, cancel, or injure, nor permit to be obliterated, cancelled, or injured, any document, chattels, or realty belonging to His Majesty, or in the custody of any person or persons on account of the Government, and will deliver all such documents, chattels, and realty as shall be in his custody or power to any person to whom he ought to deliver the same; and on demand made by or on behalf of the Secretary of State or of the Government in India, will deliver to such person or persons as shall be authorized to demand the same, all documents whatsoever touching any of the affairs or concerns of the Government, or anything in which he

shall have been engaged as a servant in the Civil Service of India, such delivery to be made without obliteration or concealment of any part of the books, papers, or writings to be delivered up, and notwithstanding that they may not be the property of His Majesty, or that there may be any entry or entries relating to his own affairs or those of any other person, or any other reason whatever.

(4) That he shall not make use of or apply the property of His Majesty which he may have, for any purposes other than those for which he ought to use and apply it in the course of his said service, save and except such furniture, goods and chattels as he may be justly entitled to the use of for his own proper accommodation.

Not to misapply or employ for improper purposes the property entrusted to his care.

(5) That he shall not nor will divulge, disclose, or make known any matter relating to the affairs or concerns of the Government in India, or relating to any matter or thing in which he may act or be concerned or which may come to his knowledge in the course of his said service which may require secrecy and which ought to be kept secret (save and except as his duty may require), unless he shall be authorized or required to disclose and make known the same by the Secretary of State, or the Government in India, or some other person or persons having competent authority for that purpose.

Not to divulge secrets.

(6) That he shall not at any time, directly or indirectly, ask, demand, accept, or receive any sum of money, or security for money, or other valuable thing or service whatsoever, or any promise or engagement by way of present, gift, or gratuity, from any person or persons with whom or on whose behalf he shall, on the part of the Government of India, have any dealings or transactions, business or concern whatsoever, or from any person or persons from whom, by law or any orders or regulations of the Secretary of State, or of any of the branches of the Government in India, he is or shall be restrained from demanding or receiving any sum of money or other valuable thing as a gift or present or under colour thereof.

Not to accept corrupt presents or make corrupt bargains.

(7) That he shall not nor will by himself or in partnership with any other person or persons, or by the agency of any other person or persons, either as principal, factor or agent, directly or indirectly engage, carry on, or be concerned in any trade, dealings, or transactions whatsoever.

Not to trade contrary to law or regulations.

(8) That he shall not nor will at any time return to Europe, nor remove from or leave the Presidency or Province within which he shall be serving, without the previous permission of the Government in writing; and previously to any such return or removal he shall pay, satisfy and perform all such debts, sums of money, duties and engagements as he shall owe or be liable to perform to His Majesty or to the Government of India, or any branch or department of the same.

Not to quit India without leave and to satisfy all debts to His Majesty before departure.

To make prescribed payments towards pension, etc.

(9) That he shall and will forthwith upon his arrival at the said Presidency, and from time to time, so long as he shall continue in the service of His Majesty, make such payments as under the rules and regulations which shall be in force in India, shall become due or payable by him to the Indian Civil Service Provident Fund and for pensions to his wife or children, or shall, at the option of the Secretary of State or of the Government, allow the amount of such subscriptions to be deducted out of any money due or payable by the Government to him.

Date of commencement of service for the purpose of the time-scale.

(10) That for the purpose of calculating the pay admissible to him under the time-scale this covenant shall have effect as from the 1st day of November 194 . Provided that pay shall be drawn only from the date of disembarkation in India, subject to his proceeding to take up his duties without avoidable delay.

In witness whereof the said Covenantor and the Secretary of State for India have hereunto set their hands and seals the day and year first above written.

Signed, sealed and delivered by the Covenantor in the presence of }

Signed, sealed and delivered by the Secretary of State in the presence of }

APPENDIX II.

MEMORANDUM ON THE SUBJECT OF SOCIAL AND OFFICIAL INTERCOURSE BETWEEN EUROPEAN OFFICERS AND INDIAN GENTLEMEN.

SECTION I.—GENERAL.

THE object of this memorandum is to instruct junior members of the Indian Civil Service, and other officers new to the country, as to the broad rules and principles which should govern social and official intercourse with Indians of all classes, so that they may avoid, on the one hand, giving unintentional offence, and, on the other, using misplaced, though well-intentioned, over-familiarity. Young officers will generally be acquainted with the main traditional caste divisions of Hindus—the Brahman, the Kshatriya, the Vaisya, and the Sudra—while below these are the classes known by the generic name of Adi-Dravidas and Adi-Andhras. They will also be aware that Muhammadans do not observe caste, and that, if alcohol and pork be avoided, there is nothing in their religion to prevent them from dining and otherwise mixing with Europeans. They have, however, from long domicile in India, or by descent from Hindu converts to Muhammadanism, absorbed or retained many of the prejudices and customs of Hindus, in addition to those which are common to all Asiatics.

2. More to the point, however, in social and official intercourse with Indians are the social divisions which are partly indigenous

and have partly grown out of contact with western civilization. Such main social divisions are—(1) the landed aristocracy, (2) the official and professional class, including merchants of substance and standing, and such larger landowners as do not come into the first class, (3) the ryot and the small trader, and (4) the labourer or coolie and the hill and jungle man. The first two classes are those with which a young officer must be prepared to mix socially, and from which he may expect calls of ceremony or of compliment, as well as on business. With the other classes, he will deal definitely as a social and official superior, but to all alike, it is essential that he should be freely accessible in his house, at his office, or in his camp.

3. Every young officer should read carefully Sir J. Malcolm's minute, which is appended to this memorandum and which, though written nearly a century ago and though some of its observations are not wholly applicable to modern conditions, still contains much valuable advice. Nothing will add more greatly to the comfort of his life in India, to his efficiency and to the confidence with which he will be regarded by the people with whom he has to do, than ability to converse freely in the vernacular and communicate direct with all classes without the intervention of an interpreter. If able to do so, he will learn much which would never otherwise reach him and will be trusted in a way which no one can expect who has to make use of an intermediary. The Indian ryot is generally ready to unburden himself to the District officer when the latter can converse with him alone and direct in his own tongue, and a junior officer who, when on tour, is able to chat with the village elders about their wants and troubles has the means of obtaining at first-hand valuable information as to the state of his division and the condition of the cultivators which would otherwise be closed to him. The officer whom the villagers like best and remember longest is he who takes them into his confidence at informal meetings at the village *chavadi*, on the road, or when out shooting. No young officer therefore should be content merely with passing the language tests prescribed by Government. He should continue throughout his service to study and to perfect himself in the vernaculars.

4. In India, as elsewhere, loss of temper involves loss of respect. In all dealings with Indians, it is a golden rule never to give way to temper. An officer who, when necessary, is quietly and determinedly severe is far more feared and respected than the most violent blusterer, and an officer who cannot control himself acquires very quickly an unenviable reputation, loses the confidence and respect of the people, and thus reduces his own efficiency as a servant of Government.

5. In all intercourse with Indians, the following points should be remembered :—

(1) In the vernacular languages, the second person plural (நீர் or preferably நீங்கள் in Tamil and మీరు in Telugu) should be used in addressing any one above menial rank. To address a respectable person in the second person singular is a rudeness equivalent to the use of the French *tu*. In

speaking of himself, however, it is more correct for the speaker to use the singular (நான் or నేను) than the plural.

(2) In English conversation, the application to Indians of the term " native " is now frequently resented and should be avoided.

(3) The use of the left hand should always be avoided in intercourse with Indians. A salaam with the left hand or the giving or taking of any article with it is an impropriety. The salaam of a passerby should always be returned with the right hand and not with one finger.

(4) Spitting, putting fingers into the mouth, putting a pen or pencil or other article into the mouth and afterwards offering it to an Indian, touching with the boot, are all gross breaches of manners.

(5) Smoking, though not wholly prohibited by Indian opinion, is regarded with disfavour, at any rate, if practised in public. An officer should not smoke while receiving an Indian visitor unless the latter be a friend whom he knows to be not averse to the habit.

(6) Refreshments must not ordinarily be offered to Indians, except to those who, having been long in England, have adopted European habits, or to enlightened Muhammadan gentlemen who are known not to object. There is, however, no objection to the proffering of fruits to Indians generally nor of ærated waters to Indians who have received an English education.

(7) Unless on really familiar and specially friendly terms with an Indian gentleman or unless the visitor himself introduces the topic, no reference should ever be made to the ladies of his family. The subject should ordinarily be completely ignored.

6. Owing to diversity of habits and manners, and in many cases to the ignorance of young officers, friction between Europeans and Indians is apt to arise more readily in railway carriages than anywhere else, and these incidents are the more regrettable inasmuch as they are always exploited for much more than their full value by a certain section of the Press. It must be remembered that a railway carriage is not the private house of either passenger, and that each has a right to make himself comfortable therein according to his habits as completely as compatible with non-interference with his fellow-passengers. A European has no more right to object to an Indian removing his turban in a railway carriage than an Indian has to object to a European getting into his sleeping clothes; and an Indian passenger has as much right to chew betel, so long as he does not spit in the carriage, as a European has to smoke a cigar. What is wanted is only common sense and mutual forbearance and it will, as a matter of experience, be found that civility generally will meet with a very complete return. A young officer should endeavour under all circumstances to comfort himself with the dignity which is appropriate to his race and position, rather than with the petty arrogance and rudeness which serve only to bring these into disrepute.

MEMORANDUM ON THE SUBJECT OF SOCIAL AND OFFICIAL INTERCOURSE BETWEEN EUROPEAN OFFICERS AND INDIAN GENTLEMEN

7. It is one of the most important duties of all Government officers and particularly of District officers to be freely accessible to all who desire to see them either on business or, as it is generally phrased, for the purpose of "paying their respects." However efficient an officer may be on paper or in his court, he is a failure if he is not personally known to the people of his district or division. All oriental peoples have a strong predilection for personal government, and are much more amenable to order and control when they recognize the personal source of such control than when it appears to them in the light of a mere mechanical emanation not from a man but from an office. Also there is nothing which the Indian appreciates more than the privilege of personal access to his ruler and the opportunity of representing at length and orally his grievance or his point of view. Even when it is a foregone conclusion that the reply to a representation must be in the negative, it is a mistake on that account to decline to listen to argument within reasonable limits or to terminate curtly a discussion. A refusal or an unpalatable order is accepted with much greater resignation when the officer who has to give it has listened to all that is to be said on the other side. It is well, therefore, even at the cost of some waste of time, to allow visitors or petitioners or deputations to talk till they have said all that they can say. Villagers in a crowd will generally try to talk all at once, but they have no objection to being told to select a spokesman, and this should be done. Moreover, when the spokesman has had his say, it is well further to invite individual elders to say what they want to.

8. Opportunity should be taken as often as possible to pay informal visits of courtesy, to make personal inquiries of a friendly nature, to invite ryots to state their wants and grievances, and to be present at fairs and festivals and on occasions of public holiday and gatherings of the people.

SECTION II.—VISITS.

9. Indian visitors should invariably be received whenever possible unless some definite reason for refusal exists. On no account should peons or servants be permitted to refuse access to their master without his personal orders. They should have positive orders to announce, by card or otherwise, every visitor who calls, and to leave it to their master to say if he is unable to receive the visit. Indians do not understand the European custom of saying "Not at Home," and a refusal to receive a visit is taken as a humiliation. On the other hand, they do not object to wait for a reasonable time. Suitable arrangements should, therefore, be made to provide a room or veranda or other suitable place for visitors to wait in. If an officer lets it be known that he prefers to receive visitors within certain hours, he will find that Indian gentlemen will generally conform to his wish. Visitors of good social position, such as zamindars, often write and ask for an hour to be appointed at which they may call. This is convenient as it avoids the "Not at Home" difficulty.

10. It should not be left to the discretion of peons or servants to offer chairs to visitors who are awaiting an interview. These

should be ready in the waiting room. If so provided, it will be found that Indians, who are not entitled to them according to native custom, will seldom make use of them. If, owing to unavoidable circumstances, it is impossible to receive a visitor at the time when he calls, a verbal message should not be sent by a peon or servant. A few words written on the back of the visitor's card will be appreciated, and unless it is intended definitely to decline the visit, they should be accompanied by a civil request to call again at a named time.

11. Indian visitors, from motives of deference, often leave their conveyance at the gate of the compound and walk up to the house, but respectable visitors should always be allowed to drive their carriage up to the front door, and should be received in or at the door of the room as their position may indicate. An officer should rise from his chair when returning the greeting of any visitor.

12. Visitors of the higher classes prefer to be received in the drawing-room rather than the office room, and the preference should generally be respected.

13. At an interview chairs should be offered to all visitors who are above the ryot or small trader class. Pleaders, Magistrates, Police Inspectors, and Commissioned officers, or pensioned officers of the Native Army, as well as all officials of corresponding rank, should always be given chairs. (Note that Subadars, Risaldars and Jamadars are Commissioned officers; Havildars, Daffadars and Naigues are not.) Chairs are not generally offered in the office to office clerks below the rank of Huzur Sarishtadar, but head clerks and the like may suitably be given a chair if paying a visit of ceremony. If a zamindar or gentleman of position, who is ignorant of English, calls accompanied by a clerk or interpreter, the latter should not be given a chair unless he is a Diwan, Estate Manager, or the like. To do so would be to offend the zamindar by putting his subordinate on an equality with him.

14. Although hand-shaking is not an Indian custom, Indian visitors appreciate it as a sign of social equality. The higher class of visitors should, therefore, be so received and if a respectable visitor offers to shake hands, his advance should not be refused. It is not usual to shake hands with official subordinates below a rank corresponding to that of Deputy Collector unless on special occasions as when an officer is leaving a district or station, and wishes to show his friendly appreciation of the work of (say) a Tahsildar. Sub-Judges and District Munsifs and gazetted officers generally should be shaken hands with, and so should Commissioned officers and pensioned officers of the Native Army. In all other ways, a visitor should be treated in exactly the same way as an European visitor of similar position, but if, on account of undue familiarity, bad manners or a tendency to take advantage of courtesy, it is desirable to discourage any particular visitor, it is quite possible to repress such discourtesy without any loss of politeness or dignity.

15. If the host is smoking when a visitor is announced, he should lay aside his cigar, and if he is having his tea, he should have it removed. Dogs should not be allowed to fawn upon or lick visitors. They should be excluded from the room. Most Indians object to them. When receiving a visitor by appointment,

or when returning a call, an officer should be properly dressed, not in a shikar coat or in shirt sleeves. If he is working without a coat when a visitor is announced, he should have the civility to resume his coat before admitting him.

16. The length of the visit depends upon the visitor's business. If it is merely complimentary, ten minutes are ample. It must be remembered that, generally speaking, an Indian visitor will not go until he is given leave to do so. The host must, therefore, himself indicate when he considers that it is time to terminate the visit or interview, which is easily done by merely rising with the remark that it has given pleasure to make the visitor's acquaintance or see him again, that the hour is late, that work is pressing, or a few similar civil words. If an Indian visitor has a request to make, he will not do so until the very end of the interview. If, therefore, on a motion of dismissal being made, any such subject is opened, the host should sit down again and listen patiently to what his visitor has to say. Visitors of position should be accompanied to the door. The carriage should be called by a peon and the visitor should not be left himself to summon it.

17. Peons and servants very often demand, openly or impliedly, money presents from visitors and, failing compliance, are apt to offer passive, if not active, insolence. The greatest care should be taken to check this tendency, and detection should be followed by severe punishment. Respectable Indians have a keen dread of the humiliation which it is sometimes in the power of menials to inflict upon them.

18. The visit of an Indian of position, such as a zamindar, should, if possible, be returned. The same may be done in the case of other gentlemen who reside in houses suitable for the reception of European visitors. Indian gentlemen will seldom be prepared to receive visitors without notice, so it is well to write and make an appointment. It is unnecessary for an European visitor to await leave from his Indian host to depart. He should adhere to his own custom and civilly terminate his visit after a reasonable interval.

19. Indian visitors generally present a couple of limes or oranges and sometimes a tray of fruit. These should be civilly accepted. If any visitor offers presents of fruit in excessive quantity or frequency, he should be requested not to do so in future, and if he persists, they should be refused. Refusal should be resorted to only in extreme cases and after warning, as it is an affront. Presents of articles other than fruit must be declined with an expression of regret that the orders of Government do not permit of acceptance.

20. If a visitor offers a garland, the host should politely incline his head and permit the garland to be placed around his neck. He should not remove the garland until his visitor has departed.

21. Applicants for employment and the like often prefer to present themselves at an officer's private house, rather than at his office, but the latter is the proper place for them, and there is no objection to their being directed to appear there.

Section III.—Correspondence.

22. Correspondence in English with Indian gentlemen should be conducted in exactly the same form as with Europeans of similar or corresponding class, the style to be adopted depending on the position of the addressee and the degree of his acquaintance with the writer. For the forms of address to be adopted on the envelope, reference should be made to the Standing Orders of the Board of Revenue, Vol. II, page 306.

23. Indian gentlemen much prefer to be addressed by name as "Dear Mr.———————" rather than as "Dear Sir". It is well to comply with this preference in the case of all correspondents of standing equal or superior to that of a Deputy Collector, with whom the writer is personally acquainted. In the case of strangers, or of officials below the rank indicated, "Dear Sir" and "Yours truly" or "Yours faithfully" fulfil all requirements. Letters of congratulation upon the receipt of an honour, the birth of a son, or any auspicious event in the family, should be exactly the same as if addressed to an European, the degree of cordiality varying with the degree of intimacy. Similarly as regards letters of condolence upon a domestic or other misfortune.

Section IV.—Relations with Zamindars.

24. Zamindars are the ancient aristocracy of the country and should be treated with great consideration. They are keenly sensitive in all matters concerning their dignity and are entitled to have their feelings respected. They should not, however, out of mistaken politeness, be addressed, either in correspondence or in conversation, by any higher title than that recognized by Government. Such titles are to be found in the Annual Supplement to the Half-yearly Civil List or in the list of zamindars published by the Board of Revenue. All zamindars like to be called "Raja" and are generally so called by their own people, just as most Rajas and Maharajas like to be addressed as "His Highness," a title which is officially reserved for Ruling Princes. Landed proprietors who are not zamindars but who have come into possession of estates by purchase, mortgage, litigation or otherwise, often usurp the title of zamindar, to which they have no claim. These pretensions should not be recognized. To yield to them is apt further to give offence to the people who are properly entitled to the usurped titles.

25. When visiting or camping at the headquarters of the more important zamindar, an official should ordinarily call on and receive a visit from the zamindar, and should ascertain what is the local usage and whether it is customary for the official or for the zamindar to pay the first visit. In the former case, he should, on or before arrival, write to the zamindar expressing a desire to call upon him and suggesting a time. The zamindar will thereafter request an appointment for a return visit. When paying or receiving such visits, "calling clothes" should be worn.

26. Should the zamindar offer the use of a bungalow which he maintains for the use of Europeans, there is no objection to its occupation free of rent, nor is there any objection to asking leave to occupy it, but such bungalows should never be occupied without

permission. In some parts of the country, the zamindar will, upon the arrival of an official or other European gentleman, send a messenger to inquire after his health. A polite reply should be returned accompanied by similar inquiries. This does not affect the subsequent visits. Some zamindars send curries, condiments, etc., for acceptance. These may be accepted in reasonable quantity once; but bottles of wine or liquor, etc., should not be accepted and should be returned with a polite note, nor should any officer permit supplies to be sent to him except on full payment.

27. Invitations to entertainments may be accepted with discretion. Should the zamindar offer the use of a carriage at his headquarters, it may be accepted, but it must not be asked for; nor must such carriage be used in travelling, save only in cases of emergency when a forced march has to be made upon urgent Government business and when there is no time to make other arrangements. An officer using a zamindar's horses and carriages should take as much care of them as if they were his own, and should make a point of remunerating somewhat liberally the servants attached to them.

28. Supplies obtained in zamindaris should be paid for exactly as elsewhere. Attempts will sometimes be made by amins and other zamindari officers to refuse payment. This must be very firmly repressed.

Section V.—Relations with Subordinates.

29. An officer should be freely accessible to all his subordinates, and should make a point of knowing personally as many as possible of them. He should listen patiently and sympathetically to all representations and grievances. He should make no favourites and should let no one presume. A favourite, or reputed favourite, is sure to make capital out of his repute. For this reason an officer should be chary of applying for the services of men who have worked under him in other districts.

30. To all requests he should give a definite answer, if possible. If not possible, he should say that he will consider the request and should do so. He must never shirk saying "No" and if, a negative is necessary, the more decided it is the better, provided of course it is conveyed in courteous terms.

31. He should be shy of making promises but, if he makes one, he should always perform it.

32. He must make it clear that patronage is in his own hands and that while on occasion he may seek advice or information, the final decision rests with him. With a new officer this is about the first point upon which his subordinates will seek to satisfy themselves. It is even less harmful for an officer to make a wrong selection of his own motion than a good one under the influence of a subordinate. The first mistake can be rectified; the harm done by the second will endure for years. Absolute fairness, completely free from weakness, is the ideal. At the same time, obstinacy is not strength. It is often the accompaniment of weakness. It is only a strong man who can afford to acknowledge a mistake and to amend his own orders.

33. Junior officers should avoid giving written certificates to any subordinate: these are keenly sought after and are saved up for years. There are many officers who, after attaining years of greater discretion, have been embarrassed by the production of these relics of a generous but indiscreet youth.

34. Official subordinates greatly prefer to be addressed by name rather than by designation, as "Good morning, Mr. Rama Rao," instead of "Good morning, Tahsildar". This preference is shared by all from the highest down to the peon; it can do no harm to fall in with it.

Section VI.—Treatment of Europeans by Indians.

35. A few words may be added regarding the treatment which an European officer has a right to expect from Indians.

36. Indian gentlemen are invariably desirous of being courteous, but of course every one is not a gentleman, and deliberate discourtesy may, upon rare occasions, be met with. In many cases in which it may appear that a rudeness has been committed, it will be found to be wholly unintentional and to be due only to ignorance of what is expected and of European customs. At the same time, there are certain broad rules which should be observed and certain customs with which an European officer has a right to expect compliance. An Indian gentleman, paying or receiving a visit, should be properly dressed. If in purely native dress, he should wear a turban. Some zamindars wear laced caps as full dress, but such a head-dress is not correct for the official or professional classes. The turban must ordinarily not be removed, but a person of inferior position will sometimes, as a mark of respect, remove his turban and tie it round his waist as a cummerbund. Country slippers must always be left outside, but Indian gentlemen who wear shoes of European pattern, with socks or stockings, retain them.

37. Indians who adopt European dress should wear the dress appropriate to the occasion, e.g., tennis flannels are not suitable for calling, but allowance must be made for ignorance on such points. An Indian gentleman who wears a turban should retain it whether he wears European dress or not. If he wears an European head-dress—a hat or topee—he should remove it. Spitting, smoking, betel chewing, eructation and all similar unseemly noises are well understood by educated men to be rudeness, but here, again, allowance must be made for circumstances and for the extent of individual acquaintance with European manners and customs. It must be remembered that a primitive pandit, or an old fashioned zamindar, ignorant of English, regards eructation as no offence and means none by it.

38. An officer makes himself ridiculous who is constantly on the lookout for offence or is too ready to take it. At the same time, it is quite easy to tell when a visitor is intentionally offensive or offensively familiar. In such cases, the interview may be terminated with firmness and digaity and a subsequent interview may be refused.

39. Indians are sometimes ignorant of the forms of etiquette to be observed in the presence of English ladies. Such ignorance should not be ascribed to intentional discourtesy. There is no objection to a friendly hint being given privately as to what is regarded by Europeans as correct in such matters.

ANNEXURE.

Instructions regarding intercourse between European officials and Natives issued by Sir John Malcolm, Agent to the Governor-General, in his Minute, dated 28th June 1821, *to his Assistants in Central India.*

Our success and moderation, contrasted with the misrule and violence to which a great part of the population of India have for more than a century been exposed, have at this moment raised the reputation of the British nation so high that men have forgotten, in the contemplation of the security and prosperity they enjoy under strangers, their feelings of patriotism, but these are feelings which that very knowledge that it is our duty to impart must gradually revive and bring into action. The people of India must, by a recurring sense of benefits, have amends made them for the degradation of continuing subject to foreign masters; and this can alone be done by the combined efforts of every individual employed in a station of trust and responsibility to render popular a Government which though not national, has its foundations laid deep on the principles of toleration, justice, and wisdom. Every agent of Government should study and understand the above facts. He should not content himself with having acquired a knowledge of the languages and of the customs of those with whom he has intercourse. All his particular acts (even to the manner of them) should be regulated by recurrence to the foundation of our rule and a careful observation of those principles by which it has been established and can alone be maintained. Of the importance of this I cannot better state my opinion than by expressing my full conviction that, independent of the prescribed duties which every qualified officer performs, there is no person in a situation of any consequence who does not, both in the substance and the manner of his conduct, do something every day in his life which, as it operates upon the general interests of the Empire through the feelings of the circle he controls or rules, has an unseen effect in strengthening or weakening the Government by which he is employed. My belief that what I have assumed is correct will be my excuse for going into some minuteness in my general instructions to those under my orders.

The first, and one of the most important, point is the manner of European superiors towards the Natives. It would be quite out of place, in this paper, to speak of the necessity of kindness and of an absence of all violence; this must be a matter of course with those to whom it is addressed: there is much more required from them than that conciliation which is a duty, but which, when it appears as such, loses half its effect. It must, to make an impression, be a habit of the mind, grounded on a favourable consideration of the qualities and merits of those to whom it extends; and this

impression, I am satisfied, every person will have, who, after attaining a thorough knowledge of the real character of those with whom he has intercourse, shall judge them, without prejudice or self-conceit, by a standard which is suited to their belief, their usages, their habits, their occupations, their rank in life, the ideas they have imbibed from infancy, and the stage of civilization to which the community as a whole, are advanced. If he does so with that knowledge and that temper of mind which are essential to render him competent to form an opinion, he will find enough of virtue, enough of docility and disposition to improvement, enough of regard and observance of all the best and most sacred ties of society, to create an esteem for individuals, and an interest in the community which, when grounded on a sincere conviction of its being deserved, will render his kindness natural and conciliating. All human beings, down to the lowest links of the chain, inclusive of children, are quick in tracing the source of the manners of others, and, above all, of their superiors; when that is regulated by the head, not the heart, when it proceeds from reason, not from feeling, it cannot please; for it has in it, if at all artificial, a show of design which repels, as it generates suspicion. When this manner takes another shape, when kindness and consideration appear as acts of condescension, it must be felt offensive. Men may dread, but can never love or regard those who are continually humiliating them by the parade of superiority.

I have recommended those foundations of manner, towards the Natives of India, upon which I feel my own to be grounded. I can recollect (and I do it with shame) the period when I thought I was very superior to those with whom my duty made me associate; but as my knowledge of them, and of myself, improved, the distance between us gradually lessened. I have seen and heard much of our boasted advantages over them, but cannot think that, if all the ranks of the different communities of Europe and India are comparatively viewed, there is just ground for any very arrogant feeling on the part of the inhabitants of the former: nor can I join in that common-place opinion which condemns in a sweeping way the Natives of this country as men, taking the best of them, not only unworthy of trust, and devoid of principle, but of too limited intelligence and reach of thought, to allow of Europeans, with large and liberal minds and education, having rational or satisfactory intercourse with them. Such impressions, if admitted, must prove vital as to the manner of treating the Natives of India. I shall therefore say a few words upon the justice of the grounds upon which they rest. The man who considers them in this light can grant little or no credit to the high characters and the eulogies which are given to individuals and great bodies of men in their own histories, traditions, and records. He must then judge them by his own observations and knowledge, and his opinion will, in all probability, be formed not comparatively with Europeans of their own class of life, but with the public servants of Government: a class of men who are carefully educated, whose ambition is stimulated by the highest prospects of preferment, and whose integrity is preserved by adequate salaries through every grade of their service. Before this last principle was introduced (which is little more than thirty years) the European servants of Government were in the habit of making money in modes not unsimilar to those

we now reproach the Natives in our employ with doing; and it may here be asked, if the same endeavours have been made to alter the habits of the latter as the former. I believe the contrary to be the fact, and that the system since introduced has not operated more to elevate the European than to sink and depress the Native character; but this is not the place for the discussion of this large question.

Many of the moral defects of the Natives of India are to be referred to that misrule and oppression from which they are now in a great degree emancipated. I do not know the example of any great population, in similar circumstances, preserving, through such a period of changes and tyrannical rule, so much of virtue and so many good qualities are to be found in a great proportion of the inhabitants of this country. This is to be accounted for, in some degree, by the institutions of the Hindu, particularly that of caste, which appears to have raised them to their present rank in human society, at a very remote period; but it has certainly tended to keep them stationary at that point of civil order to which they were thus early advanced. With a just admiration of the effects of many of their institutions, particularly those parts of them which cause in vast classes not merely an absence of the common vices of theft, drunkenness and violence, but preserve all the virtuous ties of family and kindred relations, we must all deplore some of their usages and weak superstitions: but what individuals or what races of men are without great and manifold errors and imperfections, and what mind that is not fortified with ignorance or pride can, and on such grounds, come to a severe judgment against a people like that of India?

I must here, however, remark that I have invariably found, unless in a few cases where knowledge had not overcome self-sufficiency and arrogance, that in proportion as European officers, Civil and Military, advanced in their acquaintance with the language and customs of Natives of India, they became more sincerely kind to them; and, on the contrary, ignorance always accompanied that selfish pride and want of consideration which held them light, or treated them with harshness.

I am quite satisfied in my own mind that if there is one cause more than another that will impede our progress to the general improvement of India, it is a belief formed by its population, from the manner of their English superiors, that they are viewed by them as an inferior and degraded race: but, on the contrary, if the persons employed in every branch of the administration of this great country, while their conduct marks those rigid principles of virtue and justice, under the check of which they act, comport themselves towards the people whom it is their duty to make happy with that sincere humility of heart which always belongs to real knowledge, and which attaches while it elevates, they will contribute by such manner, more than any measures of boasted wisdom ever can, to the strength and duration of their Government.

It is of importance, before I conclude this part of the subject, to state my opinion, that in our manner to the Natives, though it is

our duty to understand and to pay every proper deference to their customs and usages, and to conform to these as far as we can with propriety, particularly on points where the religious prejudices or the rank of those with whom we have intercourse require it, yet we should always preserve the European; for to adopt their manners is a departure from the very principle on which every impression of our superiority that rests upon good foundation is grounded. We should take a lesson on such points from what we see occur to Native Princes and others, who ape English habits and modes: they lose ground with one class—to that which they belong, without gaining with the other—that to which they wish to approximate. The fact is, they ultimately lose with the latter, for even their attachment is useless, when they cease to have influence with their own tribe. The European officer who assumes Native manners and usages may please a few individuals, who are flattered or profited by his departure from the habits of his country; but even with these, familiarity will not be found to increase respect, and the adoption of such a course will be sure to sink him in the estimation of the mass of the community, both European and Native, among whom he resides.

The intercourse to be maintained with the Natives within your circle is of two kinds—private and official.

The first should extend as much as possible to all ranks and classes and be as familiar, as kind, and as frequent as the difference of habits and pursuits will admit.

There is a veil between the Natives of India and their European superiors, which leaves the latter ignorant, in an extraordinary degree, of the real character of the former. He can only judge his own domestics by what he sees of their conduct in his presence; of the manner in which they perform their other duties in life, he is, if not ignorant, but imperfectly informed: so many minute obstacles, grounded upon caste, usages, and religion, oppose an approach to closer acquaintance, that it can never be generally attained; but in private intercourse much may be learnt that will facilitate the performance of public duty, and give that knowledge of the usages and feelings of the various classes of the Natives, which will enable its possessors to touch every chord with effect. In joining with them in field sports, in an unceremonious interchange of visits with the most respectable, and in seeking the society of the most learned, the European public officer will not only gain much information, but impart complete confidence, and lay the grounds of that personal attachment which will ever be found of the greatest aid to his public labours. He will also obtain by such habits of private intercourse the means of elevating those he esteems by marks of notice and regard; but in pursuing this course he must beware, lest he lose his object by falling into the weakness or indulgences of the persons with whom he thus associates. It is in the performance of this part of his duty, when all the pride of station is laid aside, that he must most carefully guard that real superiority, which he derives from better knowledge and truer principles of morality and religion; for it is from the impression made by the possession without the ostentation, of those higher qualities, that he must expect the benefits I have described as likely to result from a familiar and private intercourse with the Natives under his direction and control.

MEMORANDUM ON THE SUBJECT OF SOCIAL AND OFFICIAL INTERCOURSE BETWEEN EUROPEAN OFFICERS AND INDIAN GENTLEMEN

In all official intercourse with the Natives, one of the first points of importance is, that these, whatever be their rank, class or business, should have complete and easy access to personal communication with their European superior. The necessity of this arises out of the character of our rule and of those over whom it is established. It is sufficiently galling for the people of India to have foreign masters; the impression this feeling must continually excite can only be mitigated or removed by a recurring sense of the advantages they derive from the wisdom and justice of their European superiors, and this can alone be effected by direct communication with them. Though Native servants must be employed and trusted, and though it is quite essential to behave to all with kindness, and to raise the higher classes of them by a treatment which combines consideration and respect, yet they can never without hazard be used as exclusive mediums of communication: their real or supposed influence will, under whatever circumstances they are allowed frequent approach to an European officer in the exercise of authority, give them opportunities of abusing his confidence if they desire it; and men under our power will have, in aggravation of the feeling arising out of subjection to foreign rule, that of being to a certain extent at the mercy of persons of their own nation whom they neither trust nor respect. There is no remedy for such an evil except being completely easy of access; but this, however much the superior may desire it, is not to be established without difficulty and perseverance. It affects the interest and consequence of every man in his employ from the highest to the lowest; but in proportion to their efforts to counteract it, so must his be to carry this important point on which, more than all others, the integrity of his personal administration and the good of the country depend. No Native servant, high or low, must be allowed the privilege of either introducing or stopping an applicant or a complainant; all such must come with confidence to the European superior, or to such Assistant as he may specifically direct to receive or hear them. It requires much temper and patience, constant activity, and no slight sacrifice of personal comfort, to maintain an intercourse with the Natives upon this footing; but unless it be done (I speak here from the fullest experience), the Government of control now established in Central India cannot be carried on for any period, and the changes which must ensue from relaxation in this particular will be brought about in the manner most unfavourable to our character and reputation.

The next important point to be observed in official intercourse with the Natives is "Publicity". There can be no occasion to expatiate, here, upon the utility of this principle. It is the happy privilege of a state so constituted as that of the English in India, to gain strength in the ratio that its measures, and the grounds on which they are adopted, are made public; and this is above all essential in a quarter of India where we are as yet but imperfectly understood. There are and can be no secrets in our ordinary proceedings, and every agent will find his means of doing good advanced, his toil lessened, and the power of the designing and corrupt to misrepresent his actions or intentions decreased, in the proportion that he transacts affairs in public. He should avoid,

as much as he possibly can, private conferences with those in his employ or others. These will be eagerly sought for; they give the individual thus admitted the appearance of favour and influence, and there is no science in which the more artful among the Natives are greater adepts, than that of turning to account the real or supposed confidence of their superiors. I know no mode of preventing the mischief which this impression, if it becomes general, gives men the power of effecting, but habitual publicity in transacting business. This will, no doubt, be found to have inconveniences, which will be purposely increased by those who have their game to play, and indeed others; for Natives of rank and station, even when they have no corrupt views, are from habit and self-importance attached to a secret and mysterious way of conducting both great and small affairs.

The forms of the official intercourse between European agents and Natives of rank were, before we obtained paramount power, a matter of more moment, and one on which we could less relax than at present, because our motives were at that period more liable to be mistaken. Though it is essential in our intercourse with nations who are attached to, and give value to ceremonies, to understand such perfectly, and to claim from all what is due to our station, that we may not sink the rank of the European superior in the estimation of those subject to his control; it is now the duty of the former to be much more attentive to the respect which he gives than what he receives, particularly in his intercourse with men of high rank. The Princes and Chiefs of India may, in different degrees, be said to be all dependent on the British Government: many have little more than the name of that power they before enjoyed; but they seem, as they lose the substance, to cling to the forms of station. The pride of reason may smile at such a feeling; but it exists, and it would be alike opposite to the principles of humanity and policy to deny its gratification.

In official intercourse with the lower classes, the latter should be treated according to the usages of the country, as practised by the most indulgent of their Native superiors. It will be found that they require personal notice and consideration in proportion as their state is removed from that knowledge which belongs to civilization; and it is on this ground that the Bheel must have more attention paid to him than the ryot. It is more difficult to give confidence to his mind, and to make him believe in the sincerity and permanence of the kindness with which he is treated, because he is in a condition more remote from the party with whom he communicates, and, before he can be reclaimed, he must be approximated.

There are few points on which more care is required than the selection and employment of Native servants for the public service. There is no objection to an officer continuing to keep in service a person he has brought from a distant province, who has been long with him, and on whose fidelity and competence he can repose; but, generally speaking, it is much better to entertain respectable Natives or old residents of the country in which he is employed. Their advantages over foreigners are very numerous. The principal are, their acquaintance with the petty interests of the country, and their knowledge of all the prejudices and the jealousies of the different classes of the community to which they belong. On

all these points the superior should be minutely informed, and if he employs men not personally acquainted with the disposition and condition of those under his charge or control, his information on such subjects must come through multiplied mediums, which is in itself a serious evil. But, independent of this, the employment of the Native of a distant province is always unpopular, and they are generally viewed with dislike and suspicions by the higher and more respectable classes of the country into which they are introduced. This excites a feeling in the minds of the former which either makes them keep aloof from all connexion with the inhabitants, or seek the society and use as instruments men who are discontended or of indifferent character. It is difficult to say which of these causes has the worst effect. The one gives an impression of pride, if not contempt, and the other of design and an inclination to intrigue ; and both operate unfavourably to the local reputation of the master.

I have observed that the Natives who are least informed of the principles of our rule are ready to grant a respect and confidence to an English officer, which they refuse to persons of their own tribe ; but they are apt to form an unfavourable opinion of his disposition and character from any bad conduct of his Native servants, if foreigners ; on the contrary, when the latter are members of their own community, the exposure of their errors or crimes, while it brings shame and conveys a salutary lesson to the class to which they belong, is attended with the effect of raising, instead of depressing, the European superior in their estimation.

The employment of the lower classes of public servants requires much attention. These should be selected on the same principles that have already been stated, with reference to the duties they are to perform, which ought always to be exactly defined ; and their conduct vigilantly watched. It will indeed be found useful to render as public as possible the nature of their employment, and to call upon all local authorities to aid us in the prevention of those unauthorized and odious acts of injustice and oppression towards the inhabitants of the country which this class will, in spite of all our efforts, find opportunities of committing. I speak from the fullest experience when I state, that, though the Natives of India may do full justice to the purity of our intentions and the excellence of the principle of our rule, they are undisguised in their sentiments regarding those parts of our administration in which the very dregs of their own community are employed. They cannot, indeed, but see with feelings of detestation and resentment a man raised from the lowest of their own ranks, and decorated with an official badge become the very next moment insolent to persons to whom he and his family have been for ages submissive, or turn the extortioner of money from those tribes among which he has before lived as an humble individual.

The power of this class of servants to injure our reputation is everywhere great ; but more so in the proportion that the Natives of the country are ignorant of our real character, and where their dread of our power is excessive. Of the mischief they have done, or rather tried to do, in Malwa, I can speak from a perfect knowledge. I have endeavoured with unremitting solicitude to counteract their impositions and oppressions, by publishing proclamations

and giving high rewards to all who informed against or seized any of my servants, when attempting the slightest interference in the country, or affecting to have, any business beyond that of carrying a letter, or some specified or limited duty; but I have nevertheless, been compelled within three years to punish publicly, and discharge one Moonshee, two Mootsuddies or Writers, three Jamadars, and upwards of fifty Hircarrahs; and almost an equal number of the same class, belonging to other public officers, have been taken and punished, or banished the country. These examples will show the danger of being tempted, by any convenience of service, or a desire to accelerate the accomplishment of our objects to employ such instruments with any latitude of action.

APPENDIX III.

I.—Strength of the Indian Civil Service as fixed by the Secretary of State for India under section 244 (3) of the Government of India Act, 1935.

1. Number of superior posts under Madras Government.	91
2. Number of superior Government of India posts ..	19
3. Listed posts and posts to be listed	22
4. Number of inferior posts	23
5. Deputation reserve	9
6. Leave reserve	33
7. Training reserve	9
Total strength ..	162 *

II.—Posts in Madras Reserved for Members of the Indian Civil Service.

Superior Posts.

Chief Secretary to Government	1
Members, Board of Revenue	3
District and Sessions Judges, Selection Grade	2
Secretaries to Government †	7
Collector of Madras †	1
Commissioner of Labour †	1
Registrar, Co-operative Societies †	1
Inspector of Municipal Councils and Local Boards † ..	1
Collectors	24
District and Sessions Judges, time-scale	23
Additional District and Sessions Judge, Coimbatore ..	1
Commissioner of Coorg	1
Deputy Secretary to Government	1
Secretary, Board of Revenue	1
Joint Secretary, Board of Revenue	1
Deputy Commissioner of Excise	1
Sub-Collectors, First Grade	15
	85

Inferior Posts.

Sub-Collectors, Second Grade	26
Under Secretaries to Government	5
	31

* Represent (1 + 2) − 3 + (4 + 5 + 6 + 7).
† Graded with Collectors.

III.—The Reserved Posts (Indian Civil Service) Rules, 1938.

Notification of the Government of India, Home Department, No. 63/38-*Ests., dated* 12*th December* 1938.

The following rules made by the Secretary of State for India are published for general information.

I, Lawrence John Lumley, Marquess of Zetland, one of His Majesty's Principal Secretaries of State, in virtue of the powers conferred by section 246 (1) and section 250 (1) of the Government of India Act, 1935, hereby make, with the concurrence of my Advisers, the following rules :—

(1) These rules may be cited as "The Reserved Posts (Indian Civil Service) Rules, 1938."

(2) The posts specified in the Schedule * to these rules (hereinafter referred to as "reserved posts") shall be filled either by members of the Indian Civil Service or by persons, not being members of the Indian Civil Service, appointed in accordance with the provisions of these rules :

Provided that if at any one time two of the said posts allocated to the Legislative Department of the Central Government are held by members of the Indian Civil Service, the third post so allocated shall be deemed for the time being not to be a reserved post.

(3) The Governor, with the previous approval of the Secretary of State, may by Notification in the Official Gazette declare that such number of the superior reserved posts allocated to his Province as may be specified in the Notification may be filled by persons who are not members of the Indian Civil Service, and posts in respect of which such a declaration has been made are hereinafter referred to as "listed posts."

(4) (1) The Governor may appoint to any listed post—

(*a*) if the post is an executive post, a member of the provincial civil service of that Province or a person otherwise in the civil service of the Crown in India ; and

(*b*) if the post is a judicial post, a member of the provincial judicial service of that Province, or a person who at the time of his appointment is—

(i) a barrister of England or Northern Ireland or a member of the Faculty of Advocates in Scotland ; or

(ii) a vakil, pleader, advocate or an attorney of a High Court in India within the meaning of sub-section (1) of section 219 of the Government of India Act, 1935 ; or

(iii) a pleader of a District Court—

and who, in respect of such qualification, is of not less than five years standing :

Provided that no person appointed under this rule shall be appointed otherwise than in an officiating capacity unless

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* Shown as Part II.

the Public Service Commission has certified that he is in all respects fitted to hold the posts in question :

Provided further that the number of executive posts held at any one time by persons who at the time of their appointment were not members of the provincial civil service of the Province shall not exceed 15 per cent of the total number of listed posts in that Province.

(2) The Governor may appoint any person under this rule on probation and may prescribe the terms and conditions of his probation.

(5) The Governor-General may appoint to any reserved post allocated to the Central Government any person who has previously been appointed in a substantive capacity under the preceding rule to a listed post.

(6) (1) Notwithstanding the foregoing provisions, the Governor-General in the case of posts in connexion with the affairs of the Federation, and the Governor in the case of posts in connexion with the affairs of a Province, may, if the exigencies of the public service so require appoint a person in the civil service of the Crown in India but not being a member of the Indian Civil Service to any reserved post.

(2) Every such appointment shall be provisional only, and, if the person so appointed is intended to hold the appointment for a period exceeding three months, shall forthwith be reported to the Secretary of State with reasons for making it, and if the Secretary of State so directs the Governor-General, or Governor, as the case may be, shall thereupon cancel the appointment.

(3) No person appointed to hold a reserved post under this rule shall be employed in the post for a period exceeding twelve months save with the sanction of the Secretary of State.

(7) (1) If the Governor-General in the case of a post in connexion with the affairs of the Federation, or the Governor in the case of a post in connexion with the affairs of a Province, proposes to keep any reserved post vacant for a period exceeding three months, he shall forthwith make a report to the Secretary of State of the reasons for the proposal, the period for which he proposes to keep the post vacant, the provision made for the existing incumbent of the post and whether it is proposed to make any, and if so what, arrangements for the performance of the duties of the post held in abeyance.

(2) If the Secretary of State directs that the post shall be filled, the Governor-General or the Governor, as the case may be, shall appoint a person to fill it in accordance with the provisions of these rules.

(8) The Governor-General or the Governor, as the case may be, may direct that two reserved posts shall be held jointly, if he considers this necessary for the purpose of facilitating leave arrangements or for a period not exceeding three months if he considers this necessary for any other purpose.

(9) Save with the consent of the Secretary of State, no change shall be made by direction of the Provincial Government in the duties of the holder of any reserved post if in the opinion of the Governor-General or the Governor, as the case may be, the character of that post would thereby be altered.

Provided that nothing in this rule shall apply to a temporary change consequential on leave arrangements or to a change not consequential on leave arrangements which will not last more than three months.

(10) (1) Until the commencement of Part II of the Government of India Act, 1935, references in these rules to the Governor-General shall be construed as references to the Governor-General in Council.

(2) In the discharge of his functions under these rules the Governor, and after the commencement of Part II of the said Act, the Governor-General, shall exercise his individual judgment.

APPENDIX IV.

Rules relating to Pay.

* * * *

1. The scales of basic pay and overseas pay are as shown in the schedule.

2. Overseas pay will be drawn in sterling by—

(*a*) Officers who at the date of their appointment to the services specified in the schedule had their domicile elsewhere than in Asia;

(*b*) Officers other than those included in clause (*a*) who are entitled to overseas pay and who belong to the Indian Civil Service, during such period as they may have either a wife or legitimate child in Europe.

Note.—Officers claiming to draw overseas pay in sterling under clause (*b*) must establish to the satisfaction of the High Commissioner for India the fact that they have a wife or child in Europe.

* * * *

3. Overseas pay will be drawn in rupees by all officers entitled to overseas pay other than those covered by Rule 2.

4. Officers who would be entitled under Rule 2, clauses (*a*) and (*b*) to draw overseas pay in sterling while on the time-scales or in the selection grades shall also be entitled to draw overseas pay with effect from the 1st April 1924, while holding the posts of (1) Third Member, Board of Revenue, and (2) District and Sessions Judge, First grade. The amount of such overseas pay shall be £13-6-8 a month to be paid in London through the High Commissioner for India and shall be in addition to the existing rupee pay of the posts.

SCHEDULE.

Indian Civil Service.

Monthly rates of pay.

Year of service.	Basic pay.		Overseas pay.	
	Junior.	Senior.	If drawn in sterling.	If drawn in rupees.
(1)	(2)	(3)	(4)	(5)
	RS.	RS.	£	RS.
1st	450	..	..	150
2nd	500	..	..	150
3rd	550	..	..	150
4th	600	..	..	150
5th	650	1,000 or any earlier year.	15	150
6th	700	1,050	15	150
7th	750	1,100	25	250
8th	800	1,150	25	250
9th	900	1,200	25	250
10th	1,000	1,275	25	250
11th	1,100	1,350	25	250
	Efficiency bar.			
12th	1,200	1,425	30	300
13th	1,300	1,500	30	300
14th	1,300	1,600	30	300
15th	1,350	1,700	30	300
16th	1,350	1,800	30	300
17th	..	1,900	30	300
18th	..	2,000	30	300
19th	..	2,050	30	300
20th	..	2,100 (2,150) *	30	300
21st	..	2,150 (2,200) *	30	300
22nd	..	2,200 (2,350) *	30	300
23rd	..	2,250 (2,400) *	30	300
24th and over ..	..	2,250 (2,500) *	30	300

APPENDIX V.

Appointments under the Government of India.

(i) *Political Department.*

The following rules regulate admission to, and retention of, appointments in the Political Department :—

(i) The following are eligible for appointment to the Political Department :—

Members of the Indian Civil Service.

Officers permanently appointed to His Majesty's Indian Army.

Members of the Provincial Civil Service.

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* For Collectors in Madras only. Sub-Collectors, First grade, Madras, draw pay on the senior time-scale subject to a maximum basic pay of Rs. 1,800.

TWENTY-FIRST LIST OF CORRECTIONS TO THE INDIAN CIVIL SERVICE MANUAL, 1941 EDITION.

Page 65.—*For* existing rates of pay and personal allowances for "Other appointments" including the Notes under the existing table, the following table shall be substituted :—

Scale of pay admissible to officers of the Indian Political Service, other than those promoted from the Provincial Civil Service.

Year of Civil Service. (1)	Rate of pay on time-scale. (2)	Overseas pay f drawn in rupees. (3)	Sterling overseas pay. (4)
	RS.	RS.	£
1st	500	150	..
2nd	550	150	..
3rd	600	150	..
4th	650	150	..
5th	750	150	15
6th	800	150	15
7th	850	250	25
8th	950	250	25
9th	1,000	250	25
10th	1,200	250	25
11th	1,300	250	25
12th	1,400	300	30
13th	1,500	300	30
14th	1,600	300	30
15th	1,700	300	30
16th	1,800	300	30
17th	1,900	300	30
18th	2,000	300	30
19th	2,050	300	30
20th	2,100	300	30
21st	2,150	300	30
22nd	2,200	300	30
23rd and over	2,250	300	30

Maximum pay of officers on time-scale is Rs. 2,250.

I. An officer qualified to receive language pay shall be entitled to draw that pay in addition to his time-scale of pay provided that no allowance shall be drawn for proficiency in Pushtu or Baluchi by any officer whose basic pay exceeds Rs. 1,300 a month.

II. An officer who, for purposes of fixation of pay, under the above scale, has not completed nine years' Civil Service, shall receive, when posted to an appointment classed as superior, a special pay at the rate of Rs. 200 per mensem subject to the condition that his basic pay (excluding overseas pay) *plus* special pay shall not exceed Rs. 1,150 per mensem.

[G.O. Ms. No. 2676, Public (Special), dated 11th December 1946.]

[XXI list, 17-12-46]

(ii) There are 25 superior appointments in the Political Department reserved for members of the Indian Civil Service, including the appointments of the Political Secretary and the Agent to the Governor-General, Madras States. The pay and allowances are as shown below :—

Selection appointments .. .. Resident, I class, Rs. 4,000.
Resident, II class, Rs. 3,000.

Other appointments.

The rates of pay and personal allowances are as shown below :—

Year of Civil Service.	Basic pay.	Overseas pay. If drawn in sterling.	Overseas pay. If drawn in rupees.	Rate of personal allowance for officers of the Indian Civil Service or of the Punjab Commission.
(1)	(2)	(3)	(4)	(5)
	RS.	£	RS.	RS.
1st	500	..	150	Nil.
2nd	550	..	150	Civilians will not usually be recruited till they have been three years in the provinces.
3rd	600	..	150	
4th	650	..	150	
5th	750	15	150	..
6th	800	15	150	..
7th	850	25	250	..
8th	950	25	250	100
9th	1,000	25	250	100
10th	1,200	25	250	200
11th	1,300	25	250	200
12th	1,400	30	300	250
13th	1,500	30	300	250
14th	1,600	30	300	250
15th	1,700	30	300	250
16th	1,800	30	300	300
17th	1,900	30	300	300
18th	2,000	30	300	300
19th	2,050	30	300	250
20th	2,100	30	300	150
21st	2,150	30	300	100
22nd	2,200	30	300	50
23rd and over ..	2,250	30	300	....

NOTES.—(1) There will be no efficiency bar.

(2) An officer who has not completed 9 years' civil service will draw when posted to an appointment classed as "Superior" a special pay of Rs. 200 a month subject to the condition that his pay (excluding the personal pay for members of the Indian Civil Service and of the Punjab Commission) shall not exceed Rs. 1,250 a month.

(3) The appointments of Resident and Secretary to the Resident, Mysore, are superior appointments.

(Foreign and Political Department Notification No. 538-Est A., dated 23rd February 1921, and Home Department Notification No. F. 172-B-ii-24, dated 15th January 1925—See also Manual of Appointments and Allowances of Gazetted Officers in Madras, 1930.)

(iii) The following extract from a letter from the Government of India, No. 1237-A, dated 29th September 1898, explains the principles governing the promotions of civilians in the Political Department :—

* * * *

"Civilians and Military officers enter the department under different conditions and come under different rules as to retirement. It is consequently desirable to treat them, for the purposes of appointment and promotion, as belonging to separate lists as far as conveniently possible. Accordingly, while reserving full powers of selection in respect to the highest appointments, the Government of India aim, in the matter of grade promotions, at a standard separation whereby promotions, substantive and officiating, in the line of a civilian will go to civilians, and similar steps in the line of a military officer to military men. This arrangement, which will be introduced tentatively, is designed to assimilate the salaries of civilian members of the department to the salaries of civil servants in the different provinces. It must be understood, however, that the Government of India reserve full discretion to suspend, or at any time modify, the arrangement if the application of it should, in practice, prove undesirable. Substantive appointments of civilians to the department will not, in future, be made below the grade on Rs. 600 and will ordinarily be in that grade or in the grade on Rs. 800."

(iv) All applications for employment in the Political Department should be submitted to the Chief Secretary to the Government of Madras officially through the proper channels, with information in the two forms shown below. Such applications will, if approved, be forwarded to the Government of India, Foreign and Political Department, and each candidate will be duly informed of the result of his application.

(v) The choice of probationers will ordinarily be made from officers of not more than three or four years' service, but the Viceroy reserves full discretion to select any officer of any standing.

(vi) A married officer will not ordinarily be eligible for admission to the Political Department, and the name of an accepted candidate will, ordinarily, be removed from the list in the event of his marriage.

(vii) Officers selected for employment in the Political Department will be required to undergo a medical examination.

(viii) An officer selected for the Political Department will be on probation for a period of three years. During this period reports on his work and general suitability for the department will be submitted once every six months through the proper channels by the Political Officer under whom he is serving. Should any officer marry during this period, he will ordinarily revert to his province.

(ix) An officer will, on selection, be posted for six months to an Indian State or a Frontier district for training in political or frontier work. At the end of this period his general

knowledge of Indian History and political subjects or frontier conditions will be tested by examination which will be both oral and in writing and include questions on the following works :—

For officers under training in an Indian State.

(*a*) Lyall's "*Rise and Expansion of the British Dominion in India.*"
(*b*) The Introduction to Aitchison's Treaties, for Central India or Rajputana as the case may be ; and
(*c*) The Political Department Manual.

For officers under training on the Frontier.

(*a*) Lyall's "*Rise and Expansion of the British Dominion in India.*"
(*b*) The Introduction to Aitchison's Treaties in regard to Afghanistan.
(*c*) Articles in the *Imperial Gazetteer* on the North-West Frontier Province and Baluchistan.

Candidates will also be expected to have some knowledge of standard works bearing on the country in which they are serving, i.e., in the case of—

Indian States.—Tod's "Rajasthan," Malcolm's "Central India," Sleeman's "Rambles and Recollections," Lyall's "Asiatic Studies," and in the case of—

The Frontier.—Edward's "Year on the Punjab Frontier," Thornton's "Life of Sir Robert Sandeman," Chiroll's "The Middle Eastern Question."

(x) An officer will not be confirmed in the Political Department unless he can speak Urdu fluently and in a manner befitting the occasion.

(xi) The term for which an officer may hold any of the marginally noted appointments held by Residents of the first class in the Political Department of the Government of India is ordinarily limited to a period of five years with effect from the date of appointment. Officiating service, during which the full pay of the appointment is drawn, if followed continuously by substantive tenure of the same post, shall be included in this period but not otherwise. At the expiration of five years, the question of an extension of the appointment for a specified term not exceeding five years, of transfer to another post, or of retirement will be considered by the Government of India. An appointment may be renewed more than once if this appears to be desirable on public grounds.

Resident at Hyderabad.
Resident in Mysore.
Agent to the Governor-General in Central India.
Agent to the Governor-General in Rajputana and Chief Commissioner of Ajmer-Merwara.
Agent to the Governor-General and Chief Commissioner in Baluchistan.
Chief Commissioner and Agent to the Governor-General in the North-West Frontier Province.

(G.O. No. 470, Political, dated 1st September 1913.)

(xii) Officers of the Political Department will be eligible under the rules obtaining in the adjoining presidency or province for rewards for passing examinations in the Indian languages spoken in the agency or province in which they are serving.

(G.O. No. 738, Public, dated 18th April 1916.)

Form I.

[Referred to in rule (iv).]

Information to be supplied by a member of the Indian Civil Service who is a candidate for Political employ.

1. Name and profession of father.	1.
2. Where educated	2.
3. University honours and distinctions.	3.
4. Language qualifications, stating degree of proficiency and examinations (if any) passed in each.	4.
5. Brief statement of how and where service has been passed.	5.
6. Whether married or single ..	6.
7. Names of any near relatives who have served or are serving in India.	7.
8. Names of persons, other than immediate superiors, who can testify to character and qualifications.	8.

Dated the *of* 19 .

Form II.

[Referred to in rule (iv).]

Information to be supplied by his immediate superiors respecting an applicant for Political employ.

1. How long have you been acquainted with . . . ?	1.	
* 2. Is he popular—		
(*a*) with his brother British officers and in society generally ?	2.	(*a*)
(*b*) with those Natives of India with whom his duties or relations bring him into contact ?		(*b*)

* It will be convenient if reasons are given for the replies to those questions, which should usually be answered in some detail.

*3. Do you consider that he shows tact in dealings with Natives of India ?	3.
4. Give a medical officer's opinion respecting his physique and general health.	4.
5. Is he of active habits and proficient in field sports ?	5.
6. Is he a good, bad or indifferent horseman ?	6.
*7. Do you consider him to be in general ability above, up to, or under the average of, his rank and service ?	7.
8. Has in any way specially distinguished himself ?	8.
*9. Add any general remark you may have to offer in respect to his ability, character, etc.	9.

(G.Os. No. 6, Public, 3rd January 1910 ; No. 1071, Public, 19th November 1910.)

(ii) *Indian Audit and Accounts Service.*

Four appointments in Class I of the General List, two appointments of Accountants-General on Rs. 2,250—100—2,750, and one appointment on Rs. 3,000 are reserved for members of the Indian Civil Service. The posts in the General List reserved for the Indian Civil Service are intended to provide for the necessary training for the higher posts in the department and to meet other requirements for which training in accounts is necessary. A member of the Indian Civil Service brought in for training does not count for the first year of his period of training against the four posts in the General List so reserved for the Indian Civil Service. The pay of an Indian Civil Service officer in the General List is his pay in the time-scale of the Indian Civil Service together with a special allowance of Rs. 200 per mensem which counts as pay for all purposes. The senior time-scale of the Indian Civil Service is applied to a member of the Indian Civil Service in the General List after the eighth year of service, unless for any special reason the Government of India desire in any particular case to vary the rule by restricting it or the reverse.

When members of the Indian Civil Service are taken for service in the Enrolled List of the Financial Department, they will serve in that department for a limited period not exceeding three years, after which they will return to the ordinary line of the service. The officers who have served in the Enrolled List in this manner will form the body among which the Government of India would ordinarily look for officers to whom to offer the appointments of Accountant-General when these fall vacant.

(G.O. No. 570, Public, dated 16th July 1894.)

* It will be convenient if reasons are given for the replies to these questions, which should usually be answered in some detail.

(iii) *Imperial Customs Service.*

The Imperial Customs Service is constituted as follows :—

Collectors ..	Five appointments.	One on Rs. 3,000 per mensem and Four on Rs. 2,250 rising by annual increments of Rs. 100 to Rs. 2,750 per mensem.
Assistant Collectors—		
(*a*) Drawn from the Indian Civil Service.	Three appointments.	Junior time-scale of the Indian Civil Service plus a special pay of Rs. 200 per mensem and usual allowances at port towns, and also overseas pay.
(*b*) Other than those drawn from the Indian Civil Service.	Twenty-one appointments.	Time-scale pay Rs. 350—50—1,500 per mensem with an efficiency bar after the 14th year of service, plus overseas pay.

(Government of India Resolution No. 5198, Customs, dated 13th August 1920.)

Of the five appointments of *Collector*, three are reserved for members of the Indian Civil Service, but no particular appointments are reserved for them, nor is a special pay assigned to any particular post. Ordinarily, no civilian is appointed as a Collector of Customs unless he has served as an Assistant Collector of Customs and has thereafter obtained some experience of general administrative work outside the Customs Department. All appointments of the Collector's grade are made, as a rule, by selection, and seniority will not give any Assistant Collector a claim to a Collectorship ; and once the rank of Collector is attained, civilians and non-civilians will be on the same footing for the purposes of promotion. Civilian Collectors will be permitted to revert to their own provinces at any time, but the Government of India may withhold such permission where it may cause too rapid a change in the Custom's *personnel.*

The cadre for civilian *Assistant Collectors* is kept quite distinct from the non-civilian cadre. Members of the Indian Civil Service of four or five years' standing are ordinarily selected for three reserved appointments of Assistant Collector, and they are required to remain in the department for at least four years from the date of their confirmation. At the end of this period, they may be required, and are permitted, if they so wish, to revert to their own provinces.

The officers of the Imperial Customs Service are liable to transfer at the discretion of the Government of India, from port to port,

All questions affecting the appointment, promotion, leave, transfer and punishment of these officers will be dealt with by that Government.

(G.Os. No. 72, Revenue, 22nd dated January 1906; No. 3241, Revenue, October 1912; No. 1518, Public, dated 8th December 1913.)

(iv) *Postmasters-General.*

Five appointments of Postmasters-General are open to the members of the Indian Civil Service. Postmasters-General, who are recruited from the ranks of the Indian Civil Service, draw Rs. 250 per month over and above the time-scale pay and the overseas pay which would be admissible to them if they were employed in the regular line and held appointments classed as "Superior." The following table shows the pay that will be drawn by these officers from the 10th to 25th year of service :—

Year of service.	Pay.	Overseas pay.	Total.
	RS.	RS.	RS.
10th	1,525	200	1,725
11th	1,600	200	1,800
12th	1,675	250	1,925
13th	1,750	250	2,000
14th	1,850	250	2,100
15th	1,950	250	2,200
16th	2,050	250	2,300
17th	2,150	250	2,400
18th	2,250	250	2,500
19th	2,300	250	2,550
20th	2,350	250	2,600
21st	2,400	250	2,650
22nd	2,450	250	2,700
23rd	2,500	250	2,750
24th	2,500	250	2,750
25th	2,500	250	2,750
Thereafter ..	2,500	250	2,750

Ordinarily an Indian Civil servant of about ten years' standing is recruited for this appointment. Before the officer is placed in independent charge of a Postal circle he has to undergo training for at least six months and during this period he draws his time-scale pay in the regular line plus overseas pay but no deputation allowance.

On being placed in charge of a circle he draws pay in accordance with the table set forth above. Should an officer be placed in independent charge of a circle before his tenth year of service his pay will be that which he would draw on the Superior Indian Civil Service scale plus Rs. 250 per month.

(v) *Finance and Commerce Departments' Resolution of the Government of India, No. F.* 28 (6) *Ex. II*/38, *dated 2nd February* 1939.

The Government of India have long recognized that the specialized and increasingly complex character of the work in the Finance and Commerce Department Secretariats of Government and in the

various offices subordinate to those departments has created a need for building up an expert cadre of officers with special knowledge, experience and outlook for the purpose. In order to be suitably equipped for the higher duties in these two departments, it is essential that an officer apart from having general administrative experience should at a fairly early stage of his service become familiar with the characteristics of Indian finance and taxation and with the principles and methods of Indian trade and tariff policy. In order to secure a regular supply of such qualified officers it has been decided with the approval of the Secretary of State to constitute a special pool of officers encadred to serve the needs of the Finance and Commerce Departments.

2. The conditions of service of officers recruited for this cadre will be as follows. Until the Pool is established, and stafted by a sufficient number of officers recruited specifically for it, it may be necessary for Government to depart from some of these conditions in individual cases.

3. *Number and character of posts.*—The Pool cadre will consist of the posts enumerated in Annexure I. Posts may in future be added to or subject to the preservation of any statutory rights existing on the date of this resolution, removed from, this list. To fill these posts, and to provide adequate leave and deputation reserves, 80 to 85 officers will be required.

4. *Method of recruitment, posting, etc.*—(*a*) Recruitment will be made on grounds of merit alone from the following services :—

(1) Indian Civil Service.
(2) Indian Audit and Accounts Service.
(3) Military Accounts Department.
(4) Imperial Customs Service.
(5) Income-tax Department.

No precise ratio for recruitment as between these various services will be prescribed.

(*b*) In accordance with the provisions of the Reserved Posts (Indian Civil Service) Rules made by the Secretary of State under section 246 (1) of the Government of India Act, 1935, twenty-three posts on Classes 'A' and 'B' combined, and twelve posts in Class 'C' will be reserved for members of the Indian Civil Service. Subject to this general reservation which corresponds to the number and character of posts previously reserved for or normally held by members of the Indian Civil Service all posts included in the 'pool' will be open to members of the Services and Departments specified above, and a regular avenue of promotion to posts to which in the past they could seldom aspire, will thus be opened to members of the Indian Audit and Accounts Service, the Military Accounts Department, the Imperial Customs Service and the Income-tax Department. The Government of India, however, specially retain the liberty to make appointments to posts of Indian Trade Commissioners from outside the Pool should the public interests demand it.

(*c*) Appointments to the Pool will be made by the Governor-General in Council after receiving the recommendations of an Establishment Committee consisting of the Auditor General, the Finance and Commerce Secretaries, and a member of the Centra

Board of Revenue. The Establishment Committee will be assisted by the Secretariat Establishment Officer (who is not a member of the Pool) who will perform the following duties on its behalf :—

(1) obtain from Provincial Governments and heads of the Central Services and Departments concerned information concerning suitable candidates,

(2) maintain confidential reports of prospective or actual Pool officers, and

(3) make suggestions for postings, and for the general management of the Pool.

(*d*) Recruitment from the Indian Civil Service will ordinarily be at the sixth or seventh year of service. Recruitment from the other services or departments will ordinarily be in the sixth year of service, but not later than 35 years of age.

(*e*) Recommendations for promotions will be made to the Governor-General in Council by the Establishment Committee strictly on merits and with due regard to the essential requirements of the public service.

5. *Training.*—It is impossible to specify a course of training which will be uniformly applicable to all, but every officer selected will normally be appointed, in the first instance, for six months as an Attaché at the headquarters of the Government of India. He will then receive about six months' training in the Indian Audit Department. Members of the Indian Audit and Accounts Service will instead be trained in the Customs or the Income-Tax Department. An officer may then hold one of the regular class C head quarter posts from which he may again go to one of the other Central Services or Departments for further training or experience. It is the general intention to give all officers experience in class C posts (which would include the actual holding of a charge for not less than a year), in at least two of the Central Services or Departments. Thereafter an officer will be eligible for appointment to one of the class B posts and, in due course, to a class A post.

6. *Lien.*—The posts in the Pool will form a separate cadre of officers. Every officer employed in the Pool will thus on confirmation be given a lien on a post in the cadre, and his lien on a post in his service or cadre of origin will be suspended. The intention is that officers will, if found suitable and not earlier reverted, generally be confirmed in the Pool after 3 years' probationary service therein and will, on confirmation, be retained for continuous service in the Pool. No employment in a Pool post can be guaranteed to an officer of the Indian Civil Service after he has attained the age of 55 years. It will, however, be open to an officer of that service to apply, at any time before he has completed 20 years' service, for permission to return to his province.

7. *Tenures.*—There will be no fixed tenure for any post in the Pool, but it is the general intention that an officer shall not normally hold a particular class C post for longer than three years at a time nor a particular class B post for longer than four years at a time. There will be open to Pool officers certain deputation posts similar in nature and emoluments to those of the posts constituting the Pool.

8. *Pay.*—The pay of posts in the Pool will be at the following rates and subject to the following regulations. They apply only to officers on "old" rates of pay. Pay in the Pool for officers on "new" rates of pay will be determined later.

Class A posts	As in Annexure I for officers of all services and departments.	
Class B posts	For Indian Civil Service officers.	For other officers.
Deputy Trade Commissioner, London. Indian Trade Commissioners, elsewhere than London.	Present pays drawn as in Annexure I. They vary with individual incumbents.	
All other posts	Grade pay on senior time-scale *plus* Rs. 400 special pay.	Grade pay of Pool (see below) *plus* Rs. 400 special pay.
Class C posts.		
Attachés or officers on training during first year.	Grade pay on junior time-scale *plus* Rs. 100 special pay.	Grade pay of department of origin *plus* Rs. 100 special pay.
Under Secretaries or equivalent headquarter or Secretariat posts.	Grade pay in junior time-scale *plus* Rs. 300 special pay subject to a maximum rupee pay of Rs. 1,650	Grade pay of department of origin *plus* Rs. 300 special pay.
General list posts in the I.A. & A.S., Assistant Collectors of Customs, and Assistant Commissioners of Income-tax.	Grade pay in junior time-scale *plus* Rs. 200 special pay for officers in service on the date of this Resolution. To other officers junior, time-scale *plus* Rs. 150 special pay.	Grade pay of department of origin *plus* Rs. 150.
Other posts	Grade pay on junior time-scale *plus* Rs. 150 special pay.	

NOTE 1.—An officer of the Indian Civil Service who has completed 8 years' service, or earlier if he would have been drawing the senior scale in his own Province, will draw pay in the senior time-scale instead of in the junior time-scale in the relevant entries in the above Schedule. In that event the special pay of Rs. 300 attached to the post of Under Secretary or equivalent posts will be reduced to Rs. 150.

NOTE 2.—Officers of services other than the Indian Civil Service, when thay have completed 14 years' service (or if previously appointed to a grade B post) will be brought on to the grade pay of the Pool prescribed in Annexure II, and will draw that grade pay instead of the grade pay of the department of origin in the relevant entries in the above Schedule. In that event the special pay of Rs. 300 attached to the post of Under Secretary or equivalent posts will be reduced to Rs. 150.

NOTE 3.—In order however to preserve existing statutory rights, any officer of the Pool described below who was in Government service on the date of this Resolution, when holding any of the Pool posts of Accountant-General (or its equivalent in the cadre of the Indian Audit and Accounts Service), Collector of Customs or Commissioner of Income-Tax will draw in addition to his Pool rates of pay additional pay to bring his emoluments up to the level to which he would otherwise be entitled on the scale Rs. 2,250—100—2,750 (*plus* £ 13–6–8 if overseas pay is admissible to him). This applies only to officers of the Indian Civil Service, and to other officers appointed by the Secretary of State holding such a post while serving in their departments of origin.

NOTE 4.—Certain posts of Commissioner of Income-Tax carry an extra Rs. 250 special pay and Pool officers appointed to such posts will draw this special pay, but subject to a maximum of Rs. 3,000 excluding overseas pay

where admissible. Members of the Indian Civil Service and of the Indian Audit and Accounts Service and the Imperial Customs Service, while serving in their own Departments, have also certain rights of selection to the selection grade of Rs. 3,000 which is attached to some posts of Accountant-General and Collector of Customs, and such rights will also be preserved for officers in service on the date of this Resolution.

NOTE 5.—Members of the Indian Civil Service on the Madras cadre are eligible for special Indian Civil Service rates of pay after the 19th year of service. Such Officers who were in service on the date of this Resolution, when appointed to posts in Class B other than those specified in note 3 above, will be entitled to draw after the 19th year of service, only so much of the special pay attached to these posts as will bring their total emoluments up to the level of those drawn by officers of corresponding length of service in the Indian Civil Service to whom the special Madras rates of pay do not apply.

9. *Pensions.*—The rights to additional pensions of all officers who were in Government service on the 30th September 1938, the date immediately preceding the promulgation of Government of India, Finance Department Resolution No. F. 6 (55) R. II/38, will not be adversely affected by their joining the Pool, and steps to achieve this will be taken.

10. The scheme as outlined above has the general approval of Provincial Governments and is readily capable of expansion to smeet the similar needs of any Provincial Government desiring to participate.

ANNEXURE I.

Class "A" posts.

		Pay. RS.
1	Secretary, Finance Department	4,000
1	Secretary, Commerce Department	4,000
2	Members, Central Board of Revenue	* 3,500
1	Deputy Auditor General	3,500
1	Financial Adviser, Military Finance	3,250
1	Joint Secretary, Finance Department	3,000
1	Joint Secretary, Commerce Department	3,000
1	Indian Trade Commissioner, London	† £1,800—40—2,000. Representation Allowance £200 per annum.
9		

Class "B" posts.

Deputy Trade Commissioner, London.	Full pay in the senior time-scale of the Indian Civil Service.
Trade Commissioner, New York.	Full pay in the senior time-scale of the Indian Civil Service. Representation allowance £250 per annum. House-rent allowance £300 per annum. Local allowance £500 per annum.
Trade Commissioner, Hamburg.	£1,000—50—1,500 per annum. Representation allowance £250 per annum. House-rent allowance £150 per annum.

* May be raised to Rs. 3,750 after five years if the officer is retained in the post in the interests of the public service.

† When the post is held by an I.C.S. officer pay on above scale will be fixed at a stage corresponding to his length of service.

Class "B" posts—cont.

Trade Commissioner, Milan ..	£1,000—50—1,500 per annum. Representation Allowance £250 per annum. House-rent allowance £150 per annum.
Trade Commissioner, Mombasa.	Rates of pay have not been fixed for officials.
Trade Commissioner, Japan ..	Rs. 1,200—100—1,500 per mensem.

	RS.
Representation allowance per mensem	250
House rent allowance per mensem	150
Conveyance allowance per mensem.	100
	500

3 Accountants-General or equivalent posts in the Indian Audit and Accounts Service.
1 Collector of Customs.
3 Commissioners of Income-tax.
1 Deputy Secretary, Finance Department.
1 Deputy Secretary, Commerce Department.
1 Commissioner, Central Excises and Salt, Northern India.
2 Deputy Financial Advisers, Military Finance.
1 First Secretary, Central Board of Revenue.
1 Finance Officer, Communications Department.
1 Finance Officer, Crown and External Affairs Departments.
1 Post in Commercial Intelligence Department.
3 Deputy Secretaries, Finance and Commerce Departments.
2 Posts under the Central Board of Revenue (Central Excises).
9 Deputation Posts.

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Class "C" posts.

1 Assistant Commissioner, Income-tax.
2 Assistant Collectors, Customs.
4 General List Posts, Indian Audit and Accounts Service.
9 Under Secretaries, Finance and Commerce Departments.
2 Assistant Financial Advisers, Military Finance.
1 Assistant Finance Officer, Communications Department.
1 Second Secretary, Central Board of Revenue.
1 Post in Commercial Intelligence Department.
3 Posts under the Central Board of Revenue (Income-tax).

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ANNEXURE II.

Grade of pay of Pool applicable to officers of the Central Services in the Pool when holding posts in Class "B" or on completion of 14 years' service.

	RS.
11th year	1,000
12th year	1,050
13th year	1,100
14th year	1,150
15th year	1,200
16th year	1,275
17th year	1,350
18th year	1,425
19th year	1,500
20th year	1,600

Grade of pay of Pool applicable to officers of the Central Services in the Pool when holding posts in Class " B " or on completion of 14 years' service—cont.

	RS.
21st year	1,700
22nd year	1,800
23rd year	1,900
24th year	2,000
25th year	2,050
26th year	2,100
27th year	2,150
28th year	2,200
29th year	2,250

NOTE.—Officers of the Indian Audit and Accounts Service who were appointed before the 23rd June 1920 and who are entitled to addition to pay in lieu of overseas pay will be entitled to draw a pay of Rs. 300 in addition to their basic pay as fixed above.

APPENDIX VI.

LEGAL TRAINING RULES.

Rules for the assistance of officers on leave in the United Kingdom who wish to prosecute their legal studies at one of the Inns of Court, London, or the King's Inns, Dublin.

1. These rules are applicable only to officers of the Indian Civil Service, or of the Political Department (irrespective of the source of recruitment) or of the judicial branch of the Provincial Civil Service.

2. An officer to whom these rules are applicable, desiring to undertake a course of study at one of the Inns of Court, London, or the King's Inns, Dublin, while on leave in the United Kingdom, may apply in writing to the local Government or Administration under which he serves for a certificate of eligibility under these rules.

3. Such certificate shall not be granted unless the applicant has or will have at any time subsequent to the date of his intended admission to one of the Inns of Court, London, or the King's Inns, Dublin, sufficient leave due under the ordinary rules, to enable him to present himself at the final Examination prescribed for a call to the Bar, before he has completed the first fifteen years of the service under Government.

4. If, in the opinion of the local Government, a case deserves special consideration but a certificate cannot be granted under rule 3, the local Government may forward the application together with its recommendation to the Government of India who will decide whether or not it should be supported to the Secretary of State.

5. An officer, to whom a certificate of eligibility has been granted under rule 3, on reporting himself for orders at the office of the High Commissioner for India, and after executing a bond in the form annexed, will be entitled to the following concessions, subject to the conditions set forth in the said bond :—

(*a*) An advance of all fees or other moneys payable in connexion with his admission to one of the Inns of Court, London, or the King's Inns, Dublin.

(*b*) In the case of the Inns of Court, London, a bonus of £25 for each first class obtained in any of the four examinations

comprising Part I, and of £50 for a first class in the Final Examination or Part II of the examinations prescribed by the Council of Legal Education for a Call to the Bar or for obtaining the Langdon Medal, and of £25 for obtaining subsequently to a pass in the Final Examination for the Bar an additional first class in Hindu and Muhammadan Law taken separately, and in the case of the King's Inns, Dublin, a bonus of £50 for a first class at each of the two Continuous Course Examinations, and of £50 for a first class at the Final Examination.

(c) On passing the Final examination for a call to the bar a bonus of £75 in part refund of any fee actually paid to a practising Barrister in England for reading in his Chambers.

Provided that the period of reading shall not have been less than two terms of six months each (not including in either of such terms, unless they are continuous, the months of August and September) and that the bonus shall be payable only on production of a certificate from the said Barrister or Barristers of due attention and application to study.

6. An officer in whose favour a special recommendation has been accepted under rule 4, on executing a similar bond and subject to similar conditions, may be granted all or any of the concessions specified in Rule 5, according as the Secretary of State directs.

7. All bonuses and advances shall be paid in England under the orders of the High Commissioner for India.

8. All advances shall be recovered from the salary of the officer concerned immediately on his return to duty in India by 12 equal monthly instalments, or by instalments of one-third of his monthly salary. The necessary arrangements for the recovery of the moneys due on return of the officer to India will be made by the Chief Accounting Officer to the High Commissioner for India.

[G.O. No. 1612, Public (Special), dated 2nd October 1935; Government of India, Home Department, Notification No. F. 64/3/36, dated 18th August 1937.]

Form of Bond.

Know all men by these presents that I
of
a member of the
Civil Service do hereby bind myself to pay to the Secretary of State for India in Council the penal sum of .

Sealed with my seal. Dated this
day of 19 .

Whereas the High Commissioner for India on behalf of the Secretary of State for India in Council has advanced to the above bounden
the sum of £ being £
in respect of deposits for security and for Commons and Dues and £ in respect of initial fees payable

by the above bounden to the on enrolment as a student.

And whereas has undertaken to pay to the above bounden a bonus of £25 for each first class obtained in any of the four examinations comprising Part I, and of £50 for a first class in the Final Examination for the Bar or for obtaining the Langdon Medal, a bonus of £25 for obtaining subsequently to a pass in the Final Examination for the Bar an additional first class in Hindu and Muhammadan Law taken separately. (Or in the case of the Irish Bar a bonus of £50 for a first class at each of the two Continuous Course Examinations and £50 for a first class at the Final Examination.)

Now the conditions of the above written obligation are that—

(*a*) If, in the event of the above bounden not passing the Final Examination for the Bar within the period of 15 years dating from his entry into the service of Government he shall forthwith pay to the High Commissioner for India the amounts of such deposits and initial fees, i.e., £ and any bonuses granted for success in Part I (or in the Continuous Course Examinations in the case of the Irish Bar) aforesaid ; or

(*b*) If in the event of the above bounden not rejoining the service in India before the expiration of his leave of absence he shall on the day his leave expires pay to the High Commissioner for India the said amount of £ and any bonuses granted for success in Part I (or the Continuous Course Examinations in the case of the Irish Bar) and in the Final Examination aforesaid ; or

(*c*) If in the event of the above bounden rejoining the said service in India he shall pay the said amount of £ to the Government of India by deductions from his salary by such instalments and at such times as the Government may decide or otherwise ; or

(*d*) If in the event of the above bounden not remaining in the service until he has repaid the said sum of £ he shall forthwith upon his ceasing to be in the service pay to the High Commissioner for India the said amount of £ and any bonuses granted for success in Part I (or the Continuous Course Examinations in the case of the Irish Bar) and in the Final Examination aforesaid or such part thereof as shall then remain unpaid ; or

(*e*) If the above bounden dies before repayment of the said sum of £ or any part thereof: provided that all repayments already due from him under the foregoing conditions before his death, have been duly made and provided that either the amount of the deposits firstly hereinbefore cited which may be repayable to the aforesaid

by the   or the amount of the balance of the said sum of £   that may remain due to the High Commissioner for India whichever amount shall be the less be paid to the High Commissioner for India.

Then the above-written obligation shall be void and of no effect, otherwise it shall be and remain in full force and virtue.

Signed, sealed, and delivered by the above bounden in the presence of }

[G.Os. No. 895, Public (Special), dated 3rd September 1929; No. 1612, Public (Special), dated 2nd September 1935.]

APPENDIX VI-A.

Legal Studies Rules.

I, Lawrence John Lumley, Marquess of Zetland, one of His Majesty's Principal Secretaries of State, in exercise of the powers conferred upon me by section 247 of the Government of India Act, 1935, hereby make, with the concurrence of my advisers, the following rules, namely :—

1. (1) These rules may be called the Legal Studies Rules.
   (2) They shall come into force as from the 7th September 1937.
   (3) Any previous rules made by Secretary of State in Council for the assistance of officers on leave in the United Kingdom who wish to prosecute their legal studies at one of the Inns of Court, London, or the King's Inns, Dublin, shall continue to apply to officers of the description mentioned in rule 2 of these rules who were admitted to the benefits and executed a bond under the provisions of such previous rules.
2. These rules apply only to officers of the Indian Civil Service, of the Judicial Branch of a Provincial Civil Service holding posts borne on the cadre of the Indian Civil Service, and of the Indian Political Service holding reserved posts, to whom a certificate of eligibility has been granted under these rules.
3. Save as provided in rules 4 and 5 a certificate of eligibility may be granted by the Governor-General or the Governor as the case may be. Such certificate shall not be granted unless the applicant has or will have at any time subsequent to the date of his intended admission to one of the Inns of Court, London, or the King's Inns, Dublin, sufficient leave due under the ordinary rules to enable him to present himself at the final examination prescribed for a call to the Bar, within 15 years from the date of his taking up duty in India.
4. If in the opinion of the Governor-General or the Governor, as the case may be, an application deserves special consideration but a certificate cannot be granted under rule 3, the

application shall be submitted to the Secretary of State, who may in his discretion grant a certificate of eligibility.

5. An officer of the Indian Civil Service on probation in England may be granted a certificate of eligibility under these rules at the discretion of the Secretary of State.

6. An officer to whom a certificate of eligibility has been granted under rule 3, on reporting himself for orders at the Office of the High Commissioner for India, and after executing a bond in the form annexed or with such additions and alterations as the Secretary of State may from time to time direct, will be entitled to the following concessions, subject to the conditions set forth in the said bond :—

(*a*) An advance of all fees or other moneys payable in connection with his admission to one of the Inns of Court, London, or the King's Inns, Dublin.

(*b*) In the case of the Inns of Court, London, a bonus of £25 for each first class obtained in any of the four examinations comprising Part I, and of £50 for a first class in the Final Examination or Part II of the examinations prescribed by the Council of Legal Education for a call to the Bar or for obtaining the Langdon Medal, and of £25 for obtaining subsequently to a pass in the Final Examination for the Bar an additional first class in Hindu and Muhammadan Law taken separately ; and in the case of the King's Inns, Dublin, a bonus of £50 for a first class at each of the two continuous course Examinations, and of £50 for a first class at the Final Examination.

(*c*) On or after passing the Final Examination for a call to the Bar a bonus of £75 in part refund of any fees actually paid to a practising Barrister or to two practising Barristers in England for reading in his or their Chambers.

Provided that the period of reading shall not have been less than two terms of six months each (not including in either of such terms, unless they are continuous, the months of August and September) and that the bonus shall be payable only on production of a certificate from the said Barrister or Barristers of due attention and application to study.

7. An officer in whose favour a certificate of eligibility has been granted under rule 4, or an officer of the Indian Civil Service on probation in whose favour a certificate of eligibility has been granted under rule 5, on executing a similar bond and subject to similar conditions may be granted all or any of the concessions specified in rule 6, according as the Secretary of State may direct.

8. All bonuses and advances shall be paid in England under the orders of the High Commissioner for India.

9. All advances shall be recovered from the salary of the officer concerned immediately on his return to duty in India or in the case of an officer of the Indian Civil Service on probation on his taking up duty in India by 12 equal monthly instalments or, if his basic pay on the date of his

return to or, as the case may be, taking up duty is less than Rs. 650 a month, by instalments of one-tenth of his monthly salary.

10. (1) Until the commencement of Part II of the Government of India Act, 1935, references in these rules to the Governor-General shall be construed as references to the Governor-General in Council.

(2) In the discharge of his functions under these rules the Governor, and after the commencement of Part II of the said Act, the Governor-General, shall exercise his individual judgment.

Given under my hand this 24th day of June 1938.

ZETLAND,
One of His Majesty's Principal Secretaries of State.

Form of Bond.

Know all men by these presents that I
a member of the
do hereby bind myself to pay to the
the penal sum of
pounds ( ).
Sealed with my seal. Dated this
day of
One thousand nine hundred and

Whereas the High Commissioner for India on behalf of the said has in accordance with the provisions of the rules annexed hereto advanced to the above-bounden the sum of being in respect of the deposit for Commons and Dues and in respect of initial fees payable by the above-bounden to the Treasurer of the Honorable Society of the on enrolment as a student ;

And whereas the High Commissioner for India on behalf of the said has undertaken to pay to the above-bounden a bonus of £25 for each First Class obtained in any of the Four Examinations comprising Part I a bonus of £50 for a First Class in the Final Examination for the Bar or for obtaining the Langdon Medal a bonus of £25 for obtaining subsequently to a pass in the Final Examination for the Bar an additional First Class in Hindu and Muhammadan Law taken seperately (or in the case of the Irish Bar a bonus of £50 for a First Class at each of the two Continuous Course Examinations and £50 for a First Class at the Final Examination) and on passing the Final Examination for call to the Bar a bonus of £75 in part refund of fees actually paid for reading in the chambers of a practising Barrister or Barristers :

Now the conditions of the above-written obligation are that :—

(*a*) In the event of the above-bounden not joining the service in India within such time as the Secretary of State may direct he shall forthwith pay to the High Commissioner for India the amount of such deposit and initial fees, i.e., and any bonuses granted for success in Part I (or in the Continuous Course Examinations in the case of the Irish Bar) aforesaid and also any bonus granted for success in the Final Examination aforesaid and for reading in the chambers of a practising Barrister or Barristers ; or

For members of the Indian Civil Service on probation.

(*b*) If in the event of the above-bounden not passing the Final Examination for the Bar before the completion of fifteen years' total service in the he shall upon the completion of such period pay to the said in India or to the High Commissioner for India the said amounts of such deposit and initial fees (or any part thereof which shall not have been previously paid) and any bonuses granted for success in Part I (or in the Continuous Course Examinations in the case of the Irish Bar) aforesaid ; or

(*c*) If in the event of the above-bounden not rejoining the service in India before the expiration of his leave of absence he shall on the day his leave expires pay to the High Commissioner for India the said amounts and any bonuses granted as specified in condition (*b*) hereof and also any bonus granted for success in the final Examination aforesaid and for reading in the chambers of a practising Barrister or Barristers ; or

(*d*) If in the event of the above-bounden rejoining the said service before having passed the said Final Examination he shall pay the said amounts of deposit and initial fees specified in condition (*b*) hereof to the said in India by deductions from his salary as provided in the rules annexed hereto and also if in the event of his not passing the aforesaid Examination before the completion of the said fifteen years' total service he shall upon the completion of such period pay to the said in India or to the High Commissioner for India the amounts of such deposit and initial fees (or any part thereof which shall not have been previously paid) and any bonuses granted as specified in condition (*b*) hereof ; or

(*e*) If in the event of the above-bounden not remaining in the said service until he has passed the said Final Examination or until he has repaid the said sum of he shall forthwith upon his ceasing to be in the said service pay to the said in India or to the High Commissioner for India the amounts and any bonuses granted as specified in the condition (*b*) hereof (or any part thereof which shall not have been previously paid) ; or

(*f*) If in the event of the above-bounden rejoining the said service in India after having passed the said Final Examination before the completion of the said fifteen years' total service he shall pay the amounts of deposit and initial fees specified in condition (*b*) hereof to the said in India by deductions from his salary as provided in the rules annexed hereto; or

(*g*) If the above-bounden dies before repayment of the said amounts specified in condition (*b*) hereof or any part of such amounts provided that all repayments already due from him under the foregoing conditions before his death have been duly made and provided that either the said amounts which may be repayable to the aforesaid by the Treasurer of the said Society or the balance that remains due of the aforesaid amounts to the High Commissioner for India whichever sum shall be the less be paid to the High Commissioner for India.

Then the above-written obligation shall be void and of no effect otherwise it shall be and remain in full force and virtue.

Signed sealed and delivered by the above-bounded
in the presence of

[G.O. Ms. No. 1763, Public (Special), dated 25th October 1938.]

APPENDIX VII.

Revised 2nd March 1926.

See Regulation 48.

CONSOLIDATED REGULATIONS OF THE SEVERAL SOCIETIES OF LINCOLN'S INN, THE MIDDLE TEMPLE, THE INNER TEMPLE, AND GRAY'S INN AS TO THE ADMISSION OF STUDENTS, THE MODE OF KEEPING TERMS, THE EDUCATION AND EXAMINATION OF STUDENTS, THE CALLING OF STUDENTS TO THE BAR AND THE TAKING OUT OF CERTIFICATES TO PRACTISE UNDER THE BAR.

Admission of students.

1. Subject to the exceptions in Regulations 42, 42-A, 43 and 44, no person shall be admitted as a student, unless he has passed one of the examinations mentioned in the Schedule hereto or such other examination in lieu thereof as may from time to time be substituted therefor or added thereto by the Council of Legal Education: Provided always that the Masters of the Bench of the Inn of Court, to which any person seeks admission, may relax or dispense with this Regulation in any case in which they think special circumstances justify such a course.

2. Subject to the exceptions in Regulations 42, 42-A and 43, no person shall be admitted as a student unless he has produced certificates of good character to the satisfaction of the Masters of the Bench of the Inn of Court to which he seeks admission, from such persons and to such effect as is specified in this Regulation: Provided always that the Masters of the Bench of the Inn

of Court to which any person seeks admission may, in special circumstances, accept such other evidence of good character as they may deem sufficient.

(i) If the applicant or his family permanently resides in the United Kingdom, such certificates shall be separate certificates from two responsible persons resident in the United Kingdom who have known him personally for one year or upwards and have had opportunities of judging of his character.

(ii) If neither the applicant nor his family permanently resides in the United Kingdom, one of such certificates shall be from a responsible person who has known him personally for one year or upwards and has had opportunities of judging of his character, and another of such certificates shall be—

(*a*) if he has received, or is still receiving, his general education in the United Kingdom, a certificate from the head of his school or college, or from his tutor ;

(*b*) in all other cases—

if he is a Native of India, either a certificate from the Collector or Deputy Commissioner of the district in which his family resides, or from a Judge of the High Court, or from a Judge of the Judicial Commissioner's Court, or from the Principal of a College of or affiliated to a University approved by the Council of Legal Education under clause 1 of the Schedule hereto, or if his family resides in a Native State, from the Political Officer attached to the Native State, or an officer of higher rank representing the Indian Government in that State, or a certificate from the Joint Secretary to the High Commissioner for India for Indian Students' work ;

if he is not a Native of India, a certificate from a Judge, Magistrate or other person holding a similar official position in the place or district in which the applicant resides.

(iii) Every such certificate, except that from the Joint Secretary to the High Commissioner for India for Indian Students' work, shall state the name, address and profession, occupation or position of the person giving it, and what opportunities he has had of judging of the character of the applicant, and that the person giving it believes the applicant to be a person of respectability and fit to be admitted as a student of an Inn of Court, and shall be in the following form or to the like effect :—

I (name) of (address and profession, occupation or position) certify that (name and description of applicant) has been known to me personally for upwards of years last past. I have had the following opportunities of judging of his character (that is to say) I

I believe him to be a gentleman of respectability and a proper person to be admitted as a student of the Honourable Society of with a view to being called to the Bar.

Dated this *day of* 19 .

(Signature)

(iv) The Certificate from the Joint Secretary to the High Commissioner for India for Indian Students' work shall be in the following form or to the like effect :—

INDIA OFFICE, WHITEHALL, S.W.

Enquiries have been made by the Advisory Committees in India or in the case of students from the Punjab, the Punjab University Appointments Board, and as far as possible by me in this country as to the character and position of Mr. of and from the reports and other information I have received and as the result of a personal interview I have had with him I am satisfied that he is a gentleman of respectability and a proper person to be admitted as a student of the Honourable Society of , with a view to being called to the Bar.

Dated this *day of* 19 .

(Signature)

Joint Secretary to the High Commissioner for India for Indian Students' work.

3. No person being or acting directly or indirectly in the capacity of a Solicitor, Attorney-at-Law, Writer to the Signet, Writer of the Scotch Courts, Proctor, Notary Public, Officer or Clerk in any Court of Justice, Parliamentary Agent, Agent in any Court original or appellate, Clerk of the Peace, Justice's Clerk, Registrar or High Bailiff of any Court, Official Provisional Assistant or Deputy Receiver or Liquidator under any Bankruptcy or Winding-up Act, Chartered or Incorporated or Professional Accountant, Actuary, Land Agent, Surveyor, Patent Agent, Consulting Engineer, Clerk to any Judge, Barrister, Conveyancer, Special Pleader or Equity Draftsman, or Clerk to any Officer in any Court of Justice :

And no person either directly or indirectly acting in any capacity similar to any of those above enumerated :

And no person being or acting as Clerk to, or in the service of any person acting in any of the above capacities or in any capacity similar thereto (except as a pupil as hereinafter defined) :

And no person holding any appointment which involves the performance of duties analogous to those of a clerk to any officer in any Court of Justice :

shall be admitted as a student until he shall have entirely and *bona fide* ceased to be such or to act or practice in any of the capacities abovenamed or described, and, if on the Rolls of any Court shall have taken his name off the Rolls thereof : Provided always that a person to whom the preceding provisions of this Regulation

would apply only in respect of a position held elsewhere than in the United Kingdom may be exempted from the operation thereof by the Masters of the Bench of the Inn to which he seeks admission, if in their opinion there are such special circumstances as render his position compatible with his qualification for and his practice of the Profession of a Barrister.

No person engaged in trade shall be admitted as a student unless, in the opinion of the Masters of the Bench of the Inn to which he seeks admission, his occupation is such as would be compatible with his qualification for and his practice of the Profession of a Barrister.

No undischarged bankrupt shall be admitted as a student.

"Pupil" means a pupil or clerk of any of the persons referred to in the first two paragraphs of this Regulation who is such for educational reasons only, without remuneration, and with no intention of practising or adopting the profession or calling of the person whose pupil or clerk he is—*see Regulation* 8.

4. Subject to the exceptions in Regulations 42, 42-A and 43, every person who applies to be admitted as a student shall before admission make a declaration in the following form :—

I *of* *a British subject*[1] *aged* *the* *son of* *of* , *in the Country of* [*add father's profession, if any, and the condition in life and occupation, if any, of the applicant*] *do hereby declare that I am desirous of being admitted a student of the Honourable Society of* *for the purpose of being called to the Bar* [*or of practising under the Bar*] *and that I will not, either directly or indirectly, apply for or take out any certificate to practise, directly or indirectly, as a Pleader or Conveyancer, or Draftsman in Equity, without the special permission of the Masters of the Bench of the said Society* :

And I do hereby further declare that I am not and do not, either directly or indirectly, act in the capacity of a Solicitor, Attorney-at-Law, Writer to the Signet, Writer of the Scotch Courts, Proctor, Notary Public, Officer or Clerk in any Court of Justice, Parliamentary Agent, Agent in any Court original or appellate, Clerk of the Peace, Justice's Clerk, Registrar or High Bailiff of any Court, Official Provisional Assistant or Deputy Receiver or Liquidator under any Bankruptcy or Winding-up Act, Chartered or Incorporated or Professional Accountant, Actuary, Land Agent, Surveyor, Patent Agent, Consulting Engineer, Clerk to any Judge, Barrister, Conveyancer, Special Pleader or Equity Draftsman, or Clerk to any Officer in any Court of Justice.

And that I do not, either directly or indirectly, act in any capacity similar to any of those above enumerated[2] :

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[1] If the applicant is not a British subject, he must omit the words "a British subject" and state his nationality.

[2] If the applicant does act in any of the capacities above enumerated or any capacity similar thereto in the United Kingdom or elsewhere, he must insert "otherwise than as," and state fully what his position is.

* *State name, address and profession or calling of the person or firm whose pupil the applicant was.*

And that I am not and do not act as a Clerk to, nor am I in the service of, any person acting in any of the above capacities, or in any capacity similar thereto[1] *except as a pupil of Mr. or Messrs. of* (:)*

And that I do not hold any appointment which involves the performance of duties analogous to those of a Clerk to any Officer in any Court of Justice (:).

And that I am not engaged in trade (:)[2]

And that I am not an undischarged Bankrupt.

Dated this *day of* **19 .**

(Signature)

5. The sum of One Guinea shall be paid for the form of admission by each person applying to be admitted as a student.

6. Every student shall on admission pay a sum of Twelve Guineas, which shall entitle him so long as he shall be a student to attend all the Lectures and Classes of all the Readers and Assistant Readers. Payment of additional fees may be required by the Council of Legal Education for attendance at the Lectures of Lecturers on particular subjects.

7. When an Indian, Colonial, or Foreign student has been admitted to an Inn of Court, a notification of his admission, with particulars as to his name and description, shall be transmitted to the Registrar or other like officer of the Principal Court of Civil Jurisdiction in the province, colony or place to which he belongs, with a request that such notification may be screened or otherwise displayed in the Bar Library or other convenient place in the said Court for the information of the legal profession and others.

8. A student shall not after admission be a pupil as defined by Regulation 3 for more than 12 months altogether, and every student who shall be a pupil as there defined shall cease to be a pupil not less than 12 months before making the declaration required by Regulation 41.

9. No student in Holy Orders shall hold any Clerical preferment or act as a Clerk in Holy Orders within the period of 12 calendar months next before making the declaration required by Regulation 41.

10. No student shall, after admission, be or act either directly or indirectly in the capacity of a Solicitor, Attorney-at-Law, Writer to the Signet, Writer of the Scotch Courts, Proctor, Notary Public, Officer or Clerk in any Court of Justice, Parliamentary Agent, Agent in any Court original or appellate, Clerk of the Peace, Justice's Clerk, Registrar or High Bailiff of any Court, Official Provisional Assistant or Deputy Receiver or Liquidator under any Bankruptcy or Winding-up Act, Chartered or Incorporated or Professional Accountant, Actuary, Land Agent, Surveyor, Patent

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[1] If the applicant does act in any of the capacities above enumerated or any capacity similar thereto in the United Kingdom or elsewhere, he must insert " otherwise, than as," and state fully what his position is.

[2] If the applicant is engaged in trade he must insert " otherwise than as " and give full particulars of his occupation.

Agent, Consulting Engineer, Clerk to any Judge, Barrister, Conveyancer, Special Pleader, or Equity Draftsman, or Clerk to any Officer in any Court of Justice, or act, either directly or indirectly, in any capacity similar to any of those above enumerated, or act as a Clerk to, or be in the service of, any person acting in any of the above capacities or in any capacity similar thereto (except as a pupil as defined by Regulation 3), or hold any appointment which involves the performance of duties analogous to those of a Clerk to any Officer in any Court of Justice : Provided always that a student to whom this Regulation applies only in respect of a position held elsewhere than in the United Kingdom may be exempted from the operation thereof by the Masters of the Bench of the Inn to which he belongs, if in their opinion there are such special circumstances as render his position compatible with his qualification for and his practice of the Profession of a Barrister.

11. No student shall, after admission, be engaged in trade unless, in the opinion of the Masters of the Bench of the Inn to which he belongs, his occupation is such as would be compatible with his qualification for and his practice of the Profession of a Barrister.

Keeping Terms.

12. The word "Terms" in these Regulations, except where otherwise expressed, shall mean the Terms fixed by the Inns of Court for the purpose of calls to the Bar.

13. A student who shall at the same time be a Member of any of the Universities of Oxford, Cambridge, Dublin, London, Durham, Liverpool, Manchester, Leeds, Sheffield, Birmingham, Bristol, the Royal University of Ireland, St. Andrews, Aberdeen, Glasgow, Edinburgh, the Queen's University of Belfast, the National University of Ireland or of any other University in the United Kingdom founded by act of Parliament or Royal Charter, or of Girton or Newnham College at Cambridge, may keep Terms by dining in the Hall of his Inn of Court any three days in each term.

14. A student who shall not at the same time be a member of any of the said Universities or Colleges may keep Terms by dining in the Hall of his Inn of Court any six days in each Term.

15. No day's attendance in Hall shall be available for the purpose of keeping Term, unless the student attending shall have been present at the grace before dinner, during whole of dinner, and until the concluding grace shall have been said, unless the acting Treasurer on any day during dinner shall think fit to permit the student to leave earlier. But the Masters of the Bench of the Inn of which any person is a student may in special circumstances allow as sufficient or excuse altogether any day's attendance, but so that not more than one day's attendance shall be allowed or excused to the same student in any one Term.

Education and Examination of Students.

16. For the purpose of providing for students education in the general principles of law, and its practical administration in this

country Systematic Instruction, under the supervision and direction of the Council of Legal Education, shall be given in the following subjects :—

(1) Roman Law, Jurisprudence, International Law and the Conflict of Laws (otherwise Private International Law).

(2) Constitutional Law (English and Colonial) and Legal History.

(3) English Law (Civil and Criminal) and Equity.

17. All Lectures and Classes shall be open to all Members of the Inns of Court and such other persons as the Council of Legal Education may admit and shall be held at such times and at such place or places as the Council of Legal Education may appoint.

18. Students, in addition to availing themselves of the means of instruction provided by these Regulations, are recommended to read in the Chambers of a Barrister or Pleader for the purpose of studying the practice of the law ; but such reading in Chambers is not compulsory.

Examinations for Call to the Bar.

19. Four Examinations for Call to the Bar shall be held in each year under the supervision and direction of the Council of Legal Education — one before each Term, and in sufficient time to enable the publication of the result to be made on or before the second day of such Term.

20. Before each Examination notice shall be given of the subjects in which students will be required to pass in order to be entitled to a certificate.

21. The Examination for Call to the Bar shall be by written papers and by such *viva voce* questions (if any) as the Examiners may think desirable, and shall consist of two parts as follows :—

PART I.

Section I—Roman Law,

" II—Constitutional Law (English and Colonial) and Lega History.

" III—Criminal Law and Procedure, and

" IV—Real Property and Conveyancing *or* Hindu and Muhammadan Law *or* Roman-Dutch Law } at the option of the student.

Every student must satisfy the Examiners in each section of this part.

PART II.

(The Final Examination.)

Section I—Common Law.
,, II—Equity.
,, III—The Law of Evidence and Civil Procedure.
,, IV—A General Paper on the subjects of I, II and III of this part.

Every student must satisfy the Examiners in each section of this part.

22. No student shall receive a Certificate of having passed the Examination for Call to the Bar unless he has passed a satisfactory Examination in both parts.

23. The Council of Legal Education may accept as an equivalent for the examination in Roman Law—

(i) A Degree granted by any University, for which the qualifying Examination included Roman Law ;
(ii) A Certificate that any Student has passed an Examination in Roman Law forming part of any such Examination, though he may not have taken a Degree :

Provided that the Council of Legal Education is satisfied that the student, before he obtained his Degree, or such Certificate, passed a sufficient Examination in Roman Law.

24. A student entering for Examination in any one or more of the Section in Part I shall pay on each occasion of which he enters a fee of Half a Guinea for each section in respect of which he enters, and a student entering for the Final Examination shall pay on each occasion a fee of Two Guineas.

25. A student may present himself for examination in all or any of the sections I, II, III and IV of Part I at any time after admission. Without special leave from the Council of Legal Education no student shall present himself for Part II unless he has kept Six Terms. Every student must present himself for Examination in all the sections of Part II at the same Examination.

26. Except as hereinafter provided no student shall be allowed to pass in Part II unless he has previously, or at the same Examination, satisfied the examiners in all four sections of Part I. But if a student takes up any section of Part I at the same time as Part II and fails in Part II, he shall nevertheless be allowed to pass in any section of Part I in which he has satisfied the Examiners. If any student would have passed in Part II but for his failure to satisfy the Examiners at the same Examination in any section of Part I, the Board of Studies in their discretion may allow the student to pass in Part II on condition that he subsequently satisfies the Examiners in that section of Part I in which he failed.

27. The Council of Legal Education may direct that any student, whose papers in any Examination show that he had no reasonable expectation of passing, shall not be admitted for Examination in the same section again until the expiration of such time as the Council may determine.

28. In all examinations successful students shall be divided into classes. In Class I and Class II in the Final Examination the names shall be arranged in order of merit, but in all other cases the names in each class shall be arranged alphabetically.

Honours, Prizes and Studentships.

29. A student who obtains a First Class at the Final Examination (Part II) and who, either before or at such examination, passes in sections I, II, III and IV of Part I shall receive from the Council of Legal Education a Certificate of Honour.

30. At the Easter and Michaelmas Examinations the Council of Legal Education may award a prize of £50 to the student who passes the best examination in section II of Part I (Constitutional Law, English and Colonial, and Legal History), and a similar prize to the student who passes the best examination in section III of Part I (Criminal Law and Procedure). The prize shall not be awarded if the result of the examination be such as not to justify the award. Where candidates appear to be equal, or nearly equal, in merit, the Council of Legal Education may divide the prize between them equally, or in such proportions as they consider just.

31. At the Hilary and Trinity Examinations in each year the Council of Legal Education may award a studentship of one hundred guineas per annum, tenable for three years, to the student who passes the best Examination in Part II and obtains a Certificate of Honour. The studentship shall not be awarded if the result of the examination be such as not to justify the award. Where candidates appear to be equal, or nearly equal, in merit, the Council of Legal Education may divide the studentship between them equally, or in such proportions as they may consider just.

32. A student who is over twenty-five years of age on the first day of the examination shall not be eligible for a prize or for a studentship, but may receive a Certificate of Honour.

32-A. During the years 1920, 1921 and 1922, Regulation 32 shall read as if thirty were inserted in the first line instead of twenty-five.

33. A student who has passed the examination in any section in Part I shall not be allowed to present himself again for examination in that section. Nevertheless, any member of an Inn of Court who has already passed in any one of the three subjects in section IV of Part I (Real Property and Conveyancing, Hindu and Muhammadan Law, or Roman-Dutch Law) may subsequently, after passing Part II, present himself again for examination in any other of those subjects, and, if he passes, shall be granted a special certificate to that effect. A student who has passed the examination in Part II shall not be allowed to present himself again for that examination.

34. The Inn of Court to which a student who has obtained a Studentship or Certificate of Honour belongs may, if desired, dispense with any terms, not exceeding two, that may remain to be kept by such student previously to his being called to the Bar.

35. At every Call to the Bar those students who have obtained Studentships or Certificates of Honour shall take rank in seniority over all other students called on the same day. Those students who have obtained Certificates of Honour shall take rank immediately after the holder of a Studentship called on the same day.

Calls to the Bar.

36. No student shall be called to the Bar before he has attained the age of 21 years.

37. Subject to the exceptions in Regulations 42, 42-A, 43, 43-A, 44 and 45, no student shall be called to the Bar before he has kept twelve terms, unless any term or terms shall have been dispensed with by reason of his having obtained a Studentship or Certificate of Honour, or in special circumstances by the Masters of the Bench of the Inn of which he is a student: Provided always that in no case shall a dispensation of a greater number than two terms be granted: Provided also that the allowance or excuse of a day's attendance under Regulation 15 is not to be deemed dispensing with a term under this Regulation.

37A-. Notwithstanding the provisions of Regulation 37, and without prejudice to and in addition to the other powers of dispensation conferred by these Regulations, the Masters of the Bench of any Inn may dispense with the keeping of any term or terms by any student of their Inn who shall be or shall have been unable to keep such term or terms by reason of his being or having been a Member of the Forces of the Crown during the War or otherwise engaged in connexion with the War.[1]

37B-. Notwithstanding the provisions of Regulation 37, and without prejudice to and in addition to the powers of dispensation conferred by these Regulations, the Masters of the Bench of any Inn may dispense with the keeping by any student of their Inn of any term or terms not exceeding six, if they are satisfied that such dispensation is reasonable having regard to the services of the student in the forces of the Crown during the War or consequent thereon.[2]

38. Subject to the exceptions in Regulations 42, 42-A and 43, no student shall be called to the Bar unless he has obtained from the Council of Legal Education a Certificate of having passed the Examination for Call to the Bar.

38-A. Notwithstanding the provisions of Regulation 38, and without prejudice to and in addition to the other powers of dispensation conferred by these Regulations, the Masters of the Bench of any Inn may call to the Bar without his having obtained from the Council of Legal Education a Certificate of having passed the Examination for Call to the Bar any student of their Inn who has such qualifications that he would in their opinion have obtained

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[1] No student admitted on or after the first day of Easter Term, 1923, shall be eligible to apply for any exemption of terms under Regulation 37-A above.

[2] No student admitted on or after the first day of October 1923 shall be eligible to apply for any exemption of terms under Regulation 37-B above.

such certificate but for his being or having been engaged as a member of the forces of the Crown during the War or otherwise in connexion with the War, in circumstances which have prevented him from passing such examination.[1]

39. No student shall be called to the Bar until his name and description shall have been screened in the Hall, Bencher's Room and Treasurer's or Steward's Office, of the Inn of which he is a student eight days in the term in which such Call is to take place. The name and description of every student who has been screened for Call shall be sent to the other Inns, and shall also be screened for the same space of time in their respective Halls, Benchers' Rooms and Treasurers' or Stewards' Offices.

40. No Call to the Bar shall take place except during term; and all Calls shall be made by the respective Inns on the same day, namely, on the sixteenth day of each term, unless such day shall be Saturday or Sunday, and in such case on the Monday after.

41. Every student shall, before being called to the Bar, make a declaration in the following form, or, if he became a student prior to the 26th day of May 1908, a declaration in the form prescribed for such student at the time of his admission.

I,

being desirous of being called to the Bar by the Honourable Society of do hereby declare and undertake as follows :—

1.—*That I am not a person in Holy Orders* [*or that I, being in Holy Orders, have not during the period of* 12 *calendar months next before the date of this Declaration held any Clerical preferment, or acted as a Clerk in Holy Orders, and do not intend in future to act as such*].

2.—*That I am not and have never since my admission as a Student of this Honourable Society been, and that I do not act and have never since my admission as aforesaid acted either directly or indirectly in the capacity of, a Solicitor, Attorney-at-Law, Writer to the Signet, Writer of the Scotch Courts, Proctor, Notary Public, Officer or Clerk in any Court of Justice, Parliamentary Agent, Agent in any Court original or appellate, Clerk of the Peace, Justice's Clerk, Registrar or High Bailiff of any Court, Official Provisional Assistant or Deputy Receiver or Liquidator under any Bankruptcy or Winding-up Act, Chartered or Incorporated or Professional Accountant, Actuary, Land Agent, Surveyor, Patent Agent, Consulting Engineer, Clerk to any Judge, Barrister, Conveyancer, Special Pleader or Equity Draftsman, or Clerk to any Officer in any Court of Justice :*

And that I do not and have not since my admission as aforesaid acted either directly or indirectly in any capacity similar to any of those above enumerated :[2]

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[1] No student admitted on or after the first day of Easter Term, 1923, shall be eligible to apply for any exemption from Examinations under Regulation 38-A above.

[2] If the student has since his admission acted in any of the capacities above referred to, in the United Kingdom or elsewhere, he must insert "otherwise than as," and state fully what his position has been.

And that I am not and never since my admission as aforesaid been and that I do not act and have never since my admission as aforesaid acted as a Clerk to, nor am I nor have I since my admission as aforesaid been in the service of any person acting in any of the above capacities or in any capacity similar thereto (except as a Pupil of Mr. or Messrs. of from 19 to 19).**

* *State name, address and profession or calling of the person or persons, firm or firms, whose pupil the Student was, and the period or periods for which he was such pupil. See regulation No. 8.*

And that I do not hold and have never since my admission as aforesaid held any appointment which involves the performance of duties analogous to those of a Clerk to any Officer in any Court of Justice:

And that I am not and have never since my admission as aforesaid been engaged in trade. [1]

And that I am not an undischarged bankrupt.

3.—*That if called to the Bar and so long as I remain a Barrister I will not in this country or elsewhere, except so far as may be there permitted or recognized, be or act directly or indirectly in the capacity of a Solicitor, Attorney-at-Law, Writer to the Signet, Writer of the Scotch Courts, Proctor, Notary Public, Parliamentary Agent, Agent in any Court original or appellate. Chartered or Incorporated or Professional Accountant, Actuary, Patent Agent, Clerk to any Judge, Barrister, Conveyancer, Special Pleader or Equity Draftsman, Clerk to any Clerk of the Peace, or Clerk to any Officer in any Court of Justice, or in any similar capacity, nor be nor act as a Clerk to or in the service of any person acting in any of the capacities last above enumerated, nor in any capacity similar thereto, nor hold any appointment which involves the performance of duties analogous to those of a Clerk to any Officer of any Court of Justice.*

4.—*That if called to the Bar and so long as I am in practice as a Barrister I will not in this country or elsewhere, except so far as may be there permitted or recognized, be or act in the capacity of a Town Clerk, Clerk of the Peace, Justice's Clerk, Registrar or High Bailiff of any Court, Official Provisional Assistant or Deputy Receiver or Liquidator under any Bankruptcy or Winding-up Act, Land Agent, Surveyor, Consulting Engineer, Clerk to a Board of Guardians or Overseers, or Clerk in the Office of a County Council nor will I hold any similar office, nor act as a Clerk to or in the service of any person acting in any of the capacities last above enumerated or in any capacity similar thereto.*

5.—*And further that so long as I am in practice as a Barrister in England I will not either there or in any British Dominion or elsewhere be or act directly or indirectly in the capacity of a Solicitor, Attorney-at-Law, Writer to the Signet, Writer of the*

[1] If the student has since his admission been engaged in trade, he must insert " otherwise than as " and give full particulars of his occupation.

Scotch Courts, Proctor, Notary Public, Law Agent, Agent in any Court original or appellate or Patent Agent or in any capacity similar thereto, nor be interested in the business of any person or persons engaged in any such avocation or business.

Dated this *day of* 19 .

(Signature)

Irish Barristers.

42. So long as the Regulations affecting the Call to the Bar in Ireland remain substantially as at present, any Member of the Bar of Ireland of three years' standing at the Irish Bar may, upon presenting a Certificate of his Call duly authenticated and a Certificate from the Attorney-General or the Solicitor-General of Ireland that the applicant is a fit and proper person to be called to the English Bar, be admitted as a Student, without having passed any of the Examinations referred to in Regulation 1, and without producing any Certificates such as are specified in Regulation 2, and without making the Declaration prescribed by Regulation 4, and after keeping three Terms, be called to the English Bar without submitting to the Examination for Call to the Bar: Provided that down to the 31st of July 1923, notwithstanding any change in the Regulations affecting the Call to the Bar of Ireland or in the status of that Bar, any person who was a Member of the Bar of Ireland on the 1st day of July 1922 may, upon producing a Certificate of his Call duly authenticated and a Certificate from a person who holds, or who has held, high judicial office in Ireland and from the Attorney-General or Solicitor-General of England that he is a fit and proper person to be called to the English Bar, be admitted as a Student without having passed any of the Examinations referred to in Regulation 1 and without making the Declaration prescribed by Regulation 4, but upon producing such Certificates as are specified in Regulation 2, and may be called to the English Bar without submitting to the Examination for Call to the Bar, and, either (if the Masters of the Bench of his Inn think fit so to order) without keeping any Terms, or after keeping such number of Terms as the Masters of the Bench may direct.

Scottish Advocates.

42-A. So long as the Regulations for the admission to the Faculty of Advocates and to the Scottish Bar remain substantially as at present, and so long as any Member of the English Bar of three years' standing shall be eligible for immediate admission as a Member of the Faculty of Advocates and for subsequent admission to the Scottish Bar on the conditions at present in force,* any

* The conditions at present in force for the admission of an English Barrister as a Member of the Faculty of Advocates and for subsequent admission to the Scottish Bar are—

(a) Payment of the Fees applicable to ordinary Intrants.

(b) Passing an Examination to the satisfaction of the Examiners on report to the Dean of Faculty in Scots Law, including, as distinct branches of the subject, conveyancing, Criminal Law, Civil and Criminal Law, Civil and Criminal Procedure.

(c) Presenting a Certificate from the Attorney-General or the Solicitor-General of England that the applicant is a fit and proper person to be admitted to the Scottish Bar.

Member of the Faculty of Advocates of three years' standing shall be eligible for admission as a Member of any one of the Inns of Court without having passed any of the Examinations referred to in Regulation 1, and without producing any of the Certificates specified in Regulation 2, and without making the declaration prescribed by Regulation 4, upon (*a*) presenting a Certificate from the Dean of the Faculty of Advocates that the applicant is a fit and proper person to be called to the English Bar, and (*b*) paying the usual fees payable on admission as a Student. And after keeping three Terms, and passing the Examination held by the Council of Legal Education for Call to the Bar in

(1) Criminal Law and Procedure,
(2) Real Property and Conveyancing,
(3) Common Law,
(4) Equity,
(5) The Law of Evidence and Civil Procedure,
(6) A General Paper in the subjects 3, 4 and 5,

and paying the fees due on Call, such applicant may be called to the English Bar.

Colonial Barristers.

43. While the two branches of the profession are kept distinct in New South Wales, Ceylon, and the Cape of Good Hope, as at present, and the Regulations affecting the Call to the Bars of those Colonies remain substantially as at present, any Member of the Bar of New South Wales, or of the Bar of Ceylon, and any Member of the Bar of the Cape of Good Hope, qualified under the Charter of June 1834 or the Acts of 1858 and 1873 or either of them, being a Barrister of three years' standing, may, on presenting a Certificate of his Call to any of such Bars duly authenticated and a Certificate from a Judge of the Supreme Court of the Colony and from the Attorney-General or Senior Law Officer thereof that the Applicant is a fit and proper person to be called to the English Bar, be admitted as a Student without having passed any of the Examinations referred to in Regulation 1, and without producing any Certificates such as are specified in Regulation 2, and without making the Declaration prescribed by Regulation 4, and be called to the English Bar without submitting to the Examination for Call to the Bar, and without keeping any Terms. Any Member of the New Zealand Bar who may hold the patent of King's Counsel dated after the passing of the New Zealand Law Practitioners Amendment Act, 1915, and who is by law for the time being debarred from practising as a Solicitor in New Zealand, may, upon producing proof to the satisfaction of the Masters of the Bench of the Inn to which he seeks admission that he holds a patent as one of His Majesty's Counsel, and that the local law in New Zealand disentitles him to practise as a Solicitor, be admitted as a Student without having passed any of the Examinations referred to in Regulation I, and without producing any Certificates such as are specified in Regulation 2, and without making the Declaration prescribed by Regulation 4, and, without keeping any Terms, be called to the English Bar without submitting to the Examination for Call to the Bar.

Civil Servants exercising Judicial Functions abroad.

43-A. A Student who is engaged abroad in the Public Service under the Foreign Office, the Colonial Office, or the India Office, and is exercising judicial functions abroad, upon production of a written recommendation of a Secretary of State that he be granted a dispensation of four Terms under this Regulation, and of a Certificate from a practising Barrister, approved by the Council of Legal Education,[1] that he has read for twelve months in the said Barrister's chambers in London, or of a Certificate from a practising Barrister or Certificates from two practising Barristers approved by the Council of Legal Education[1] that he has read for two Terms of six months each (not including in either of such two terms, unless such two terms are continuous, the months of August or September) in the Chambers in London of such Barristers or Barristers, may, if the Masters of the Bench of his Inn think fit so to order, be granted a dispensation of four Terms in addition to such Terms as may be dispensed with by them under Regulation 34: Provided (1) that the power to dispense with two Terms for special circumstances under Regulation 37 shall be excluded in those cases in which Terms have been dispensed with under this Regulation: (2) that no Student who has been granted a dispensation of Terms under this Regulation shall be deemed eligible for Call to the Bar within three years of his admission as a Student.

Vakils.

44. A Vakil, on production of a Certificate that he is on the roll of Vakils of a High Court in India, may be admitted as a Student without having passed any of the Examinations referred to in Regulation 1, and may be called to the Bar after keeping eight Terms, and, on production of such a Certificate, and of a Certificate from a practising Barrister, approved by the Council of Legal Education,[1] that he has read for twelve months continuously in the said Barrister's chambers in London, shall be granted a dispensation of four Terms in addition to such Terms as may be dispensed with by the Masters of the Bench of the Inn of Court of which he is a Student either under Regulation 34, by reason of his having passed the Examination for Call to the Bar with Honours, or under Regulation 37: Provided that in no case shall any Vakil be called to the Bar without keeping four Terms.

Solicitors.

45. A Student, who before his admission to an Inn of Court, was at any time admitted a Solicitor in England and was subsequently to such admission a Solicitor in practice for not less than five consecutive years, either in England or in any one Colony or Dependency and has before his admission as a Student entirely and *bona fide* ceased to be a Solicitor and, if on the Rolls of any Court, taken his

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[1] The applicant should apply to the Council to approve the Barrister *before* the commencement of the twelve months' reading prescribed by the Regulation.

name off the Rolls thereof, may, without keeping any Terms, be examined for Call to the Bar and, upon passing the Examination, be called to the Bar :

Provided that, where a Solicitor has been entirely prevented from practising in consequence of his having been employed in His Majesty's service for the purposes of the War the period of such service shall, if the Benchers of the Inn to which he applies for admission shall so order, be treated as if the Solicitor had been in practice during such period for the purpose of qualifying for Call to the Bar under this Regulation.

Provided that such Solicitor has given at least twelve months' notice in writing to each of the Inns of Court, and to the law Society of his intention to seek Call to the Bar, and produces a Certificate that he is a fit and proper person to be called to the Bar, signed, if his practice was in England, by two Members of the Council of the Law Society, and, if his practice was in a Colony or Dependency, by the Chief Justice of such Colony or Dependency.

Provided also that before his admission as a Student such Solicitor has ceased to have any capital invested in the business with which he was formerly connected, or to be in any way interested therein, or to have his name connected therewith, and makes a Declaration to that effect.

Any person desiring to take advantage of this Regulation is to pay the sum of £5 5*s*. for the forms of notice required by this Regulation, in addition to the usual Students' fees on admission to an Inn of Court.

Dealings between Members of the Bar and Solicitors.

46. Any dealings between Members of the Bar and Solicitors as regards sharing costs or profits in any shape are incompatible with the discipline of the Bar, and are prohibited.

Certificates to practise under the Bar.

47. No Student shall be allowed to take out a Certificate to practise under the Bar without the special permission of the Masters of the Bench of the Inn of Court of which he is a Student, to be given by order of such Masters, and no such permission shall be granted to any Student unless he shall be qualified to be called to the Bar. The Regulations as to screening names in the Halls, Benchers' Rooms and Treasurers' or Stewards' Offices, applicable to Students desirous of being called to the Bar, shall be applicable to Students desirous of practising under the Bar. Such permission shall be granted for one year only from the date thereof, but may be renewed annually.

Alterations of Regulations.

48. All Students shall be bound by such variations as may from time to time be made in these Regulations.

49. These Regulations came into force on the 2nd day of March 1926.

THE SCHEDULE BEFORE REFERRED TO (REGULATION 1).

I. Any Examination held by any University in the British Dominions or any of the States in India approved by the Council of Legal Education, which entitles men who pass it to a degree of that University.

II. Any of the following Examinations, provided that one of the subjects in which the Student has passed is Latin :—

1. The Responsions Examination [in stated Subjects][1] of the University of Oxford.
2. The Previous Examination of the University of Cambridge —[Parts I and II.][1]
3. The Matriculation Examination of the Universities of London, Liverpool,[2] Manchester,[2] Leeds,[2] Sheffield,[2] Wales, Birmingham[2] and Bristol.
4. The Preliminary Examination for the degree of M.A. conducted by the Scottish Universities Entrance Board, according to the standard required in the case of Students whose native language is English.
5. The Principal or Ordinary Entrance Examination of the University of Dublin.
6. The Matriculation Examination of the Royal University of Ireland, of Queen's College, Belfast, of the National University of Ireland, and of the Queen's University, Belfast.
7. The Matriculation Examination of the University of the Cape of Good Hope, and of the Joint Matriculation Board of the South African Universities, subject to English being one of the subjects in which the Candidate has passed.
8. The Qualifying Examination of the Royal Military College, Sandhurst, and of the Royal Military Academy, Woolwich.
9. Any Examination which entitles those who pass it to enter the Indian Civil Service or the Consular Service or to a Commission in the Army or Navy, or to an Eastern Cadetship.

III. Any of the following Examinations, provided that the Student has passed in such subjects (including Latin), and has attained such a standard as would entitle the Student to be exempted from a Matriculation Examination by any of the Universities mentioned in 1 to 7 above.

10. The Oxford Senior Local Examination.[3]
11. The Cambridge Senior Local Examination.[4]

(10 and 11:) Provided that one of the subjects in which the Candidate passed is certified to be English.

12. The Examination for the School Certificate held by the Oxford and Cambridge Schools Examination Board, and the Examination for the Higher Certificate held by the same Board.

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[1] The bracketed words do not apply in the case of any Examination held after 1920.
[2] Conducted by the Joint Matriculation Board.
[3] Now entitled the Oxford School Certificate Examination.
[4] Now entitled the Cambridge School Certificate Examination.

13. The General School Examination (Matriculation Certificate) of the University of London.
14. The Senior Grade Examination of the Intermediate Education Board for Ireland.
15. The Examination for the School Certificate held by the Northern Universities Joint Matriculation Board.
16. The Examination for the School Certificate held by Bristol University.

(G.O. No. 795, Public, dated 24th August 1926.)

APPENDIX VIII.

Reports of Departures and Arrivals and of Absence from Headquarters.

G.O. No. 744, *Public, dated* 7*th August* 1926.

The following revised * instructions are issued on the subject of reports to be made, for the information of His Excellency the Governor and of the Government, by officers of their arrival at, return to, and departure from, Madras or Ootacamund :—

(1) *Officers to whom reports should be submitted.*—The officers mentioned in the list in each annexure to this notification should report to the officers specified at the head of the annexure their arrival at, or return to, and their departure from, Madras or Ootacamund, when the Government are in residence there. If any officer included in Annexure I or II arrives at or departs from Ootacamund when the Government are not in residence there but His Excellency the Governor is staying there, he should report to the Private Secretary to His Excellency the Governor only.

(2) *Procedure to be followed.*—The forms to be used are Forms I and II attached to these proceedings.

(*a*) *Arrivals.*—An officer should send the report in Form I before he is due to reach headquarters, unless he has already given the information in Form II before or on his departure from headquarters. Any change in his plans relating to his arrival should be reported in Form I. An officer who has not already reported the date of his arrival at, or return to, headquarters in Form I or Form II, should, on arrival at headquarters, report by making an entry in the book and forms kept at the Secretariat for the purpose, or by letter or by telephonic message ; entries in the form kept at the Secretariat for intimation to the Private Secretary to His Excellency the Governor will be transmitted to him without delay.

(*b*) *Departures.*—An officer should send a report in Form II as soon as the date of his departure is fixed unless the information has been given already in Form I. Any change in his plans for his departure should be reported in Form II.

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* These instructions apply to officers on leave as well as to those on duty (G.O. No. 906, Public, dated 19th October 1926).

(3) The forms of reports of arrival and departure will be printed and supplied on indent by the Superintendent of the Government Press.

ANNEXURE I.

Officers who should report their arrival at, or departure from, the head-quarters of Government to the Chief Secretary and to the Private Secretary to His Excellency the Governor.

1. Members of the Board of Revenue.

2. Secretaries, Deputy Secretaries and Under Secretaries to Government.

3. Commissioner of Police.

4. Deputy Inspector-General of Police, Eastern Range, Railways and C.I.D.

5. Officers of the Indian Civil Service (including other officers holding appointments in the Indian Civil Service cadre).

6. Executive Engineer, Coimbatore Division.

ANNEXURE II.

Officers who should report their arrival at, or departure from, the head-quarters of Government to the Secretary in the Department and to the Private Secretary to His Excellency the Governor.

1. Surgeon-General with the Government of Madras.

2. Chief Conservator of Forests.

3. Chief Engineers to Government.

4. Director of Public Instruction.

5. Inspector-General of Police.

6. Inspector-General of Prisons.

7. Director of Public Health.

8. The Reverend the Presidency Senior Chaplain, Church of Scotland.

9. Commissioner of Labour.

10. Director of Agriculture.

11. Director of Fisheries.

12. Director of Industries.

13. Inspector-General of Registration.

14. Registrar of Co-operative Societies.

15. Director of Survey.

16. Harbour Engineer-in-Chief to Government.

17. Presidency Port Officer.

18. Chief Superintendent, Civil Veterinary Department and Veterinary Adviser to Government.

19. Sanitary Engineer to Government.

20. Inspector of Municipal Councils and Local Boards.

21. Examiner of Local Fund Accounts.

22. Chief Presidency Magistrate.

23. Deputy Inspectors-General of Police (other than the Deputy Inspector-General, Eastern Range, Railways and C.I.D.)

24. Probationary Assistant Superintendents of Police (only on first arrival in the country).

25. District Medical and Sanitary Officer, the Nilgiris.

26. Superintendent of Police, the Nilgiris.

27. Official Members of the Legislative Council [to the Secretary to Government, Law (Legislative) Department].

28. Secretary to the Board of Revenue (Land Revenue and Settlement).

29. Secretary to the Commissioner of Excise.

30. Superintendent of the Government Museum.

31. His Britannic Majesty's Consul for Pondicherry and Karikal.

ANNEXURE III.

Officers who should report their arrival at, or departure from, the headquarters to the Secretary in the Department concerned.

1. Conservators of Forests.
2. Officers of the Indian Educational Service.
3. District Superintendents of Police.
4. Deputy Director of Agriculture, Cinchona.
5. District Medical Officers.
6. Judges of the Presidency Court of Small Causes.
7. Presidency Magistrates.
8. Subordinate Judges.
9. Assistant Commissioners of Excise.
10. Director of Town Planning.

FORM 1.

Arrival report.

1. Name.
2. Designation.
3. Place from which coming or returning.
4. Date of $\frac{\text{arrival at}}{\text{return to}}$ the headquarters of Government.

5. Address at headquarters.
6. Probable date of departure.
7. Destination.

STATION,
Dated } (Signature of Officer)

To

The Private Secretary to His Excellency the Governor
The (Chief) Secretary to Government, Department.

FORM II.

Report of departure.

1. Name.
2. Designation.
3. Probable date of departure.
4. Probable date of return to headquarters of Government.
5. Districts and principal places to be visited if the officer is the head of a department.

STATION,
Dated } (Signature of Officer)

To

The Private Secretary to His Excellency the Governor
The (Chief) Secretary to Government, Department

APPENDIX IX.

I

Resolution of the Government of India, Finance Department, dated Simla, the 1st October 1924.

No. F./18/*IIIF.E*/24—In exercise of the powers conferred by section 96-B of the Government of India Act, the Secretary of State in Council, with the concurrence of the majority of votes at a meeting held on the 24th September 1924, hereby makes the following rules :—

INDIAN CIVIL SERVICE PROVIDENT FUND RULES.

Made by the Secretary of State in Council under section 96-B of the Government of India Act.

Introduction and Definitions.

1. (*a*) These rules may be called the Indian Civil Service Provident Fund Rules.

(*b*) They shall come into force with effect from the 24th September 1924.

SIXTH LIST OF CORRECTIONS TO THE INDIAN CIVIL SERVICE MANUAL (1941 EDITION).

Pages 104–111.—*For* " Appendix IX-I " *substitute* the following :—

INDIAN CIVIL SERVICE PROVIDENT FUND RULES.

Notification of the Government of India, Finance Department, dated Simla, the 7th January 1943.

No. D. 13-S. D./42.—The following resolution by the Secretary of State for India is published for general informrtion :—

THE INDIAN CIVIL SERVICE PROVIDENT FUND RULES.

Dated June 3, 1942.

I, Leopold Charles Maurice Stennett Amery, one of His Majesty's Principal Secretaries of State, in virtue of the powers conferred by section 247 (1) and section 250 (1) of the Government of India Act, 1935, hereby make, with the concurrence of my Advisers, the following rules :—

1. (1) These Rules may be cited as the Indian Civil Service Provident Fund Rules.

   (2) They shall come into force on the 3rd day of June 1942.

2. In these rules unless the context otherwise requires :—

   (1) " Account Officer " means the Audit Officer so designated by the Auditor-General of India.

   (2) " Child " means a legitimate child and, in cases where the Account Officer, or if any doubt arises in the mind of the Account Officer, the Solicitor to the Government of India or the Legal Remembrancer (or other corresponding officer) to the Provincial Government as the case may be, is satisfied that under the personal law of the subscriber adoption is legally recognized as conferring the status of a natural child, includes an adopted child.

   (3) " Emoluments " means pay as defined in the Fundamental Rules (Sterling overseas pay being converted at such rate of exchange as the Secretary of State may prescribe), leave salary and remuneration during suspension.

   (4) " Family " means the wife or wives and children of a subscriber and the widow or widows and children of a deceased son of a subscriber, widowed mother, unmarried sisters and minor brothers, but if a subscriber proves that his wife has been judicially separated from him or has ceased under the customary law of community to which she belongs to be entitled to maintenance, she shall be deemed to be no longer a member of the subscriber's family in matters to which these rules relate, unless the subscriber indicates in writing to the Account Officer that she shall continue to be so regarded.

   (5) " Fund " means the Indian Civil Service Provident Fund.

   (6) " Government " means the Governor-General in the case of a person employed in connexion with the affairs of the Federation and the Governor of the Province in the case of a person employed in connexion with the affairs of a Province.

   (7) " Leave " means any variety of leave prescribed in the Fundamental Rules.

   (8) " Year " means financial year.

3. Every member of the Indian Civil Service other than a member appointed before the 1st April 1937, to be a Judge of a High Court, shall subscribe monthly to the Fund an amount, which shall be a sum of whole rupees, fixed by himself, but not less than 4 nor more than 12½ per cent of his emoluments for the month:

Provided that subscription shall be optional

(*a*) for a member of the Executive Council of the Governor-General;

(*b*) during leave on minimum leave salary or leave salary under rule 88 of the Fundamental Rules or while the subscriber is under suspension during which reduced remuneration is drawn;

(*c*) during leave preparatory to retirement, but if the subscriber after electing not to subscribe during a period of such leave subsequently returns to duty he shall subscribe at the rate of 4 per cent of the leave salary drawn by him during such leave:

Provided further in the case of a member appointed to serve in the armed forces of the Crown during an emergency that the amount of his subscription to the Fund shall be calculated on the emoluments he would have drawn if he had remained on duty in civil employment and that subscription to the Fund shall be optional while he is serving outside India.

Inserted G.O. 26 Pub(SfC) dated 4-1-44 I list

3-A. ~~4.~~ Interest at the rate determined for each year according to the method of calculation prescribed by the Secretary of State shall be credited to the account of each subscriber as from the 31st March of each year subject to the following conditions:—

(1) Interest for 12 months shall be credited on the amount at the credit of the subscriber on the 31st March of the preceding year less any advance taken during the year;

(2) Interest shall be credited for each month of the year upon the sum by which the minimum amount at the credit of the subscriber between the close of the fourth day of the end of the month exceeded the amount on which interest is credited under sub-rule (1), subscriptions, paid by deductions from emoluments being treated for the purpose of this sub-rule as having been deposited in the Fund on the first day of the month in which payment is actually made;

(3) If the total amount of interest allowed under sub-rules (1) and (2) contains a fraction of a rupee, it shall be rounded to the nearest whole rupee, 8 annas counting as the next higher rupee;

(4) Before the amount at the credit of a subscriber in the Fund is finally paid, his account shall be credited with interest up to the month preceding that in which the payment is made, or up to the end of the sixth month after the end of the month in which he quitted the service or died, whichever of these periods is less;

(5) The rate of interest is liable to revision on the 1st April of each year without notice.

Subd G.O. 26 Pub(SfC) dated 4-1-44 I list

5. (1) Each subscriber ~~shall as soon as may be after joining the Fund send to the Account Officer a nomination~~ conferring ~~conferring~~ on one or more persons the right to receive the amount that may stand to his credit in the Fund, in the event of his death before that amount has become payable, or having become payable, has not been paid:

Provided that if, at the time of making the nomination, the subscriber has a family the nomination shall not be in

Pages 104–111, *Appendix IX-1, Indian Civil Service Provident Fund Rules.*— After Clause (2) of Rule 3-A, the following shall be inserted :—

"Provided that, if Government is satisfied that any such person has failed to notify within the prescribed period because he was not aware of this rule, it may permit him to notify in writing to the Account Officer concerned that he elects to be governed by rules 5 and 12."

[G.O. Ms. No. 139, Public (Special), dated 16th January 1945.]

[XVII list, 16-1-45]

PRICE 3 *pies*]

TWENTY-SEVENTH LIST OF CORRECTIONS TO THE INDIAN CIVIL SERVICE, MANUAL (1941 EDITION).

Pages 104—111, *Appendix* IX-1, *Indian Civil Service Provident Fund Rules—Rule* 5.—(1) In the proviso to sub-rule (3), *for* the words, figures and brackets "sub-rules (1) and (2)," *substitute* the words "this rule";

(2) *For* sub-rules (4), and (5) *substitute* the following :—

(4) A subscriber may provide in a nomination—

(*a*) in respect of any specified nominee, that in the event of his predeceasing the subscriber, the right conferred upon that nominee shall pass to such other person as may be specified in the nomination;

(*b*) that the nomination shall become invalid in the event of the happening of a contingency specified therein; provided that if at the time of making the nomination the subscriber has no family, he shall provide in the nomination that it shall become invalid in the event of his subsequently acquiring a family.

(5) Immediately on the death of a nominee in repsect of whom no special provision has been made in the nomination under clause (*a*) of sub-rule (4), or on the occurrence of any event by reason of which the nomination becomes invalid in pursuance of clause (*b*) of sub-rule (4) or the proviso thereto, the subscriber shall send to the Account Officer a notice in writing cancelling the nomination, together with a fresh nomination made in accordance with the provisions of this rule.

[G.O. Ms. No. 2884, Public (Special), dated 16th September 1947.]

[XXVII list, 20-9-47]

Amendment.

Pages 104-111: Appendix IX-I -- I.C.S. Provident Fund Rules.

After Clause (2) of rule 3-A, the following shall be inserted:-

"Provided that, if Government is satisfied that any such persons has failed to notify within the prescribed period because he was not aware of this rule, it may permit him to notify in writing to the Accounts Officer concerned that he elects to be governed by rules 5 and 12."

G.O.Ms.No. 139, Public (Special) Dated 16th January 1945.

TENTH LIST OF CORRECTIONS TO THE INDIAN CIVIL SERVICE MANUAL (1941 EDITION).

Pages 104–111—*Appendix IX-I, Indian Civil Service Provident Fund Rules.*—(1) After rule 3, there shall be inserted the following rule :—

3-A. (1) Every person who on the 3rd June 1942, was a subscriber to the Fund shall be entitled to elect whether he will be governed by rules 5 and 12 or by rule 12-A.

(2) Unless such person has within three months from the date of the publication of this rule in the official Gazette or, if he was on leave on that date, within three months of his return to duty, notified in writing to the Account Officer that he elects to be governed by rules 5 and 12 or by rule 12-A, as the case may be, he shall be deemed to have elected to be governed by rule 12-A.

Inserted 17th list — Ibid — Instd. G.O.Ms.No.139 P(Spl), dt. [illegible]-1-45

Pages 104–111—*Appendix IX-I, Indian Civil Service Provident Fund Rules.*—In sub-rule (1) of rule 5, *for* the words "shall, as soon as may be after joining the Fund, send to the Account Officer a nomination", there shall be substituted the following words :—

"shall, unless he has, or is deemed to have, elected for the provisions of rule 12-A, send to the Account Officer, as soon as may be after the coming into force of these rules or after joining the fund, whichever is later, a nomination."

[G.O. Ms. No. 26, Public (Special), dated 4th January 1944.]

[X list, 17–1–44]

Public (Special) Department.
G.O.Ms.No.2884, dated 16th Sept.1947.

...

Read: Notification from the Government of India, Ministry of Finance, No.F.22(6)-Estz.V/46, dated 1st September 1947.

ORDER:-

R e c o r d e d.

2. The following amendments to the I.C.S. Provident Fund Rules contained in Appendix IX-I of the I.C.S. Manual (1941 edition) are issued:-

In rule 5 of the said rules --

(1) In the proviso to sub-rule (3) for the words, figures and brackets "sub-rules (1) and (2)" substitute the words "this rule";

(2) For sub-rules (4) and (5) substitute the following:-

"(4) A subscriber may provide in a nomination -

(a) in respect of any specified nominee, that in the event of his predeceasing the subscriber, the right conferred upon that nominee shall pass to such other person as may be specified in the nomination;

(b) that the nomination shall become invalid in the event of the happening of a contingency specified therein; provided that if at the time of making the nomination ~~of~~ the subscriber has no family, he shall provide in the nomination that it shall become invalid in the event of his subsequently acquiring a family.

(5) Immediately on the death of a nominee in respect of whom no special provision has been made in the nomination under clause (a) of sub rule (4), or on the occurrence of any event by reason of which the nomination becomes invalid in pursuance of clause (b) of sub-rule (4) or the proviso thereto, the subscriber shall send to the Account Officer a notice in writing cancelling the nomination, together with a fresh nomination made in accordance with the provisions of this rule."

G.O. Ms. No. 2884 (Public (Spl) Dept). d/16-9-47.

To
The Superintendent, Government Press, Madras, for issue of correction slip to the I.C.S. Manual.
The Superintendent, Government Press, Madras, for publication of the notification in the Fort St.George Gazette.(with a copy of notification)
Copy to the Librarian, Secretariat Library.

/ True Copy /
Forwarded/By Order

S.P. Jamdar
CJD:16/9. SUPERINTENDENT. 16/9

16/9

favour of any person or persons other than the members of his family.

(2) If a subscriber nominates more than one person under sub-rule (1), he shall specify in the nomination the amount or share payable to each of the nominees in such manner as to cover the whole of the amount that may stand to his credit in the Fund at any time.

(3) A subscriber may at any time cancel a nomination by sending a notice in writing to the Account Officer :

Provided that the subscriber shall along with such notice send a fresh nomination made in accordance with the provisions of ~~sub-rules (1) and (2)~~. this rule

(4) Without prejudice to the provisions of sub-rule (3), a subscriber shall along with every nomination made by him under this rule send to the Account Officer :

(*a*) a notice to the effect that in the event of any of the nominees predeceasing him, the nomination in respect of the deceased nominee shall forthwith stand cancelled, and

(*b*) if the nomination is made at a time when the subscriber has no family, a notice to the effect that in the event of his thereafter acquiring a family the nomination shall forthwith stand cancelled.

(5) Immediately on the occurrence of any event by reason of which the notice of cancellation referred to in sub-rule (4) becomes operative and the nomination to which that notice relates consequently stands cancelled, the subscriber shall send to the Account Officer a fresh nomination made in accordance with the provisions of sub-rules (1) and (2).

(6) Every nomination made, and every notice of cancellation given, by a subscriber shall, to the extent that it is valid and operative, take effect on the date on which it is received by the Account Officer.

6\. (1) Government may sanction the payment to any subscriber of an advance consisting of a sum of whole rupees and ordinarily not exceeding in amount three months' pay from the sum standing to his credit in the Fund.

(2) An advance shall not be granted under this rule to any subscriber until at least twelve months have elapsed from the date of repayment of the last instalment of any previous advance unless Government considers, for reasons which shall be recorded in writing, that this restriction may be relaxed.

7\. (1) An advance shall be recovered in such number of equal monthly instalments, each being a sum of whole rupees, not less than twelve or more than twenty-four, as Government may prescribe :—

Provided that—

(*a*) No recovery shall be made while the subscriber is on leave, or under suspension during which reduced remuneration is drawn ;

(*b*) recovery may be postponed by Government during the recovery of an advance granted to the subscriber otherwise than from the fund ;

(*c*) a subscriber may if he so desires repay more than one instalment in a month.

(2) If at any time under the provisions of rule 6 (2) an advance has been made to a subscriber before one previously made has been completely repaid, each advance shall be treated separately for purposes of recov ery.

(3) After repayment of the advance interest thereon equivalent to one fifth per cent of the advance for each month or part of a month of the period between drawal and complete repayment of the advance and rounded off to the nearest rupee, is payable in one instalment, if the advance has been repaid in twelve instalments and in two equal instalments if the advance has been repaid in more than twelve instalments.

8. Payments towards a policy of insurance of any description on the subscriber's own life may, at the option of a subscriber, be substituted for subscriptions to the fund, subject to the following conditions :—

(1) No amount shall be withdrawn before the details of the proposed policy have been submitted to the Account Officer and accepted by him as suitable.

(2) If the payments substituted be less than the minimum subscription required by rule 3, the deficiency shall be rounded to the nearest rupee in the manner provided in rule 4 (3), and paid by the subscriber as a subscription to the fund.

(3) Government will not make any payments to insurance companies on behalf of subscribers, nor will they take steps to keep the policy alive. If a subscriber records on his pay bill that he is making payments to an insurance company, the Account Officer shall recover the deficiency if any due under sub-rule (2) and demand periodically to see the receipts or certified copies of the receipts showing that such payments have been made. Failing the production of such receipts he shall make the necessary deductions from the subscriber's emoluments and pay them to his credit in the fund, and shall require the subscriber to furnish a certificate by the insurance company either that the policy has lapsed or matured in which case the amount realized by surrender or on maturity shall be stated in the certificate, or that premiums have not been paid, as the case may be. Should a subscriber prefer, he may make the usual deduction from his pay bills for credit to the fund and arrange with the Account Officer to draw from the fund as required the sums necessary to pay premiums or to recoup premiums already paid, provided that no amount shall be withdrawn to meet any payment made more than 12 months before the withdrawal. Any sums already at credit of the subscriber in the fund may be withdrawn for the purpose of making payments under this rule, provided that the amounts withdrawn shall be rounded to the nearest rupee in the manner provided in rule 4 (3). Such withdrawals shall be treated as advances for the purpose of rule 4 (1) only, and not for the purposes of rules 6 and 7.

(4) If any policy lapses the subscriber shall pay to the fund the amount of premiums paid with interest thereon, and if any policy matures he shall pay to the fund the amount of premiums paid with interest thereon, or at his option the sum realized.

(5) Once a policy has been accepted by an Account Officer for the purpose of being financed from the fund, the terms of the policy shall not be altered nor shall the policy be exchanged for another policy without the prior consent of the Account Officer to whom details of the alteration or of the new policy shall be furnished.

9. A subscriber may withdraw from the amount standing to his credit in the fund any sum of wohle rupees required to provide

Pages 104–111—*Appendix IX-I, Indian Civil Service Provident Fund Rules.*—In rule 12, *for* the words "on the death of a subscriber" there shall be substituted the words "If a subscriber other than one who has, or is deemed to have, elected for the provisions of rule 12-A dies."

[G.O. Ms. No. 26, Public (Special), dated 4th January 1944.]

[X list, 17-1-44]

supplementary pensions for his wife, sons and daughters of any of them under the Indian Civil Service Family Pension Fund Rules.

10. The amount standing to the credit of a subscriber in the fund is not liable to forfeiture in the event of his dismissal or removal from the service or of his quitting it, before he becomes entitled to annuity.

11. Except as provided in rules 6, 8 and 9 the amount standing at the credit of a subscriber in the fund shall not be withdrawn until he quits the service or dies :

Provided that a subscriber who has been granted leave preparatory to retirement or, in the case of one serving in a vacation department, has been allowed vacation with such leave, or who while on leave is either permitted to retire voluntarily or is required to retire on the grounds of ill-health, may withdraw the amount standing to his credit at any time between the commencement of the leave or vacation as the case may be, or the date of such permission or requirement as the case may be, and the date of actual retirement, but if he returns to duty at the end of his leave he shall repay to the fund the whole amount withdrawn by him with interest thereon. A subscriber who exercises the option allowed by this proviso shall not subscribe to the fund after such withdrawal unless and until he returns to duty.

12. ~~On the death of a subscriber~~ before the amount standing to his credit has become payable, or, where the amount has become payable, before payment has been made :—

(1) When the subscriber leaves a family—

(*a*) if a nomination in favour of a member or members of his family subsists, the amount standing to his credit in the fund or the part thereof to which the nomination relates, shall be paid to his nominee or nominees in the proportion specified in the nomination.

(*b*) if no such nomination subsists or if such nomination relates only to a part of the amount standing to his credit in the fund, the whole amount or the part thereof to which the nomination does not relate as the case may be, shall notwithstanding any nomination purporting to be in favour of any person or persons other than a member or members of his family be paid to the members of his family in equal shares,

Provided that no share shall be payable to—

(1) sons who have attained legal majority ;
(2) sons of a deceased son who have attained legal majority ;
(3) married daughters whose husbands are alive ;
(4) married daughters of a deceased son whose husbands are alive ;

if there is any member of the family other than those specified in clauses (1), (2), (3) and (4) of the proviso,

Provided further that the widow or widows and the child or children of a deceased son shall receive between them in equal parts only the share which that son would have received if he had survived the subscriber and had been exempt from the provisions of clause (1) of the first proviso.

(2) When the subscriber leaves no family, if a nomination in favour of any person or persons subsists, the amount standing to his credit in the fund or the part thereof to which the nomination relates shall be paid to his nominee or nominees in the proportion specified in the nomination, and

if no nomination subsists it shall be paid to the persons legally entitled to receive it.

13. All payments from the fund shall be made in India in rupees.

14. As soon as possible after the close of each year each subscriber shall be supplied with a statement of his account in the fund which shall show the opening balance as on 1st April of the year, the total amount credited or debited during the year, the amount of interest credited as on the 31st March of the year, and the closing balance as on that date.

15. (1) Until the commencement of Part II of the Government of India Act, 1935, references in these rules to the Governor-General shall be construed as references to the Governor-General in Council.

(2) In the discharge of his functions under these rules the Governor shall exercise his individual judgment.

16. The Indian Civil Service Provident Fund Rules, dated 24th September 1924, are hereby repealed.

Given under my hand this 3rd day of June 1942.

L. S. AMERY,

One of His Majesty's Principal Secretaries of State.

INSTRUCTIONS FOR THE GUIDANCE OF SUBSCRIBERS TO THE FUND AND ACCOUNT OFFICERS UNDER INDIAN CIVIL SERVICE PROVIDENT FUND RULES.

Notification of the Government of India, Finance Department, Simla, the 14th January 1943.

No. D. 13-A.-S.D./42.—With reference to the Indian Civil Service Provident Fund Rules, made by the Secretary of State on the 3rd June 1942, the following instructions are issued by the Government of India for the guidance of subscribers to the Fund and Account Officers :—

1. *Subscriptions* (*Rule* 3).—(1) Where the subscriber draws emoluments (other than leave salary or reduced remuneration during suspension) from a Government Treasury in India, the amount of subscription will be such as may be deducted by him from the bill on which he draws the emoluments. The amount may be varied by the subscriber during the year within the limits prescribed in rule 3.

(2) In the case of a subscriber on leave the amount of subscription will be such as he may intimate to the Account Officer in India before proceeding on leave. If during leave the subscriber will be drawing minimum leave salary or leave salary under Fundamental Rule 88, he should intimate to the Account Officer in India whether he wishes to subscribe and if so the amount he will be subscribing. No alteration will be permissible in the amount so fixed for the period of leave. If the subscriber fails to intimate before proceeding on leave he will be deemed to have exercised his option in favour of subscribing during leave at the minimum rate of 4 per cent of his leave salary and deductions will be made accordingly.

(3) The instructions in sub-paragraph (2) will apply *mutatis mutandis* to a subscriber under suspension during which reduced remuneration is drawn.

(4) In the case of a subscriber transferred to foreign service or sent on deputation out of India the amount of subscription will be such as he may intimate to the Account Officer in

received from him a direction to the contrary in writing, Rs. 5,000 of the sum standing to the credit of the subscriber at the time of his decease, or the whole of such sum if it be less than Rs. 5,000, shall be payable to the widow or if there be no widow, to the children, or to such person as may be authorized by law to receive payment on behalf of the widow or the children, as the case may be.

[G.O. Ms. No. 26, Public (Special), dated 4th January 1944.]

[X list, 17-1-44]

TWENTY-EIGHTH LIST OF CORRECTIONS TO THE INDIAN CIVIL SERVICE MANUAL (1941 EDITION).

Pages 104—111, *Appendix IX*-(I), *Indian Civil Service Provident Fund Rules*—

(1) In instruction 2—(*a*) *Omit* the words, figures and brackets "and notices of cancellation under sub-rule (4)";

(*b*) *add* the following sentence at the end, namely :—

When a subscriber who has no family makes a nomination he shall specify in the penultimate column of the relevant form of nomination that the nomination shall become invalid in the event of his subsequently acquiring a family.

received from him a direction to the contrary in writing, Rs. 5,000 of the sum standing to the credit of the subscriber at the time of his decease, or the whole of such sum if it be less than Rs. 5,000, shall be payable to the widow or if there be no widow, to the children, or to such person as may be authorized by law to receive payment on behalf of the widow or the children, as the case may be.

[G.O. Ms. No. 26, Public (Special), dated 4th January 1944.]

[X list, 17-1-44]

India before proceeding to join his new duties. The subscriber should also intimate to the Account Officer the amount of his emoluments while on foreign service or deputation out of India and any change therein in order to enable the Account Officer to verify whether the rate of subscription is within the limits prescribed in rule 3.

(5) Subscriptions to the Fund will be recovered,

(i) in respect of emoluments drawn from a Government Treasury in India or a Colonial or Home Treasury, by deduction from the emoluments;

(ii) in respect of sterling overseas pay by deduction in India from pay; and

(iii) in respect of emoluments drawn from any other source, in cash, the subscriber remitting the amount direct to the Account Officer.

(6) All subscriptions made by a member together with interest on such subscriptions calculated under rule 4 should be credited to his account in the Fund.

2. *Nominations* (*Rule* 5).—Nominations under sub-rule (1), ~~and notices of cancellation under sub-rule~~ (4), should be in such one of the forms appended to these instructions as is appropriate in the circumstances. ×× added 28th list. omitted 2[illegible]

3. *Recoveries on account of advances* (*Rule* 7).—Recoveries on account of advances will commence on the first occasion on which, after the advance is made, the subscriber draws pay for a full month, and will be effected in the manner provided in paragraph 1 above for realization of subscriptions. Recoveries made by deduction from emoluments will be treated for the purpose of calculating interest under rule 4 as having been credited to the Fund on the first day of the month in which they are made.

4. *Payments towards policies of insurance* (*Rule* 8).—When a subscriber diverts or withdraws money from the Fund to pay the first premium on a policy of insurance (or, if the policy be a single premium policy, to pay that premium) under rule 8, he should furnish the Account Officer with a certificate in the following form:—

"In lieu of subscription/with the sum of Rs. a month to/withdrawn from the Indian Civil Service Provident Fund, I propose to pay a premium/single premium of Rs. / £ monthly/quarterly/half-yearly/annually, on a policy of insurance on my own life with Company. This insurance is an endowment/a whole life insurance for Rs. /£ payable after years or death whichever is earlier/on my death."

5. *Recovery of the amount withdrawn under the proviso to rule* 11.—Where a subscriber has to repay to the Fund under the proviso to rule 11, the whole amount withdrawn by him, Government will determine whether the amount should be repaid in one or more instalments and in cash or securities or both.

6. *Final payments* (*Rule* 12).—(1) The Account Officer will be responsible for making final payments under rule 11 or 12. If payment is made under rule 12 any person claiming payment should send a written application to that Officer. In a case where there is doubt or dispute, but only with regard to a portion of the amount standing to the credit of a subscriber, the Account Officer should authorize prompt payment of that portion in regard to which there is no doubt or dispute. The

persons to whom any amount is payable from the Fund should make their own arrangements to receive payment in India.

(2) If the person to whom any payment is to be made from the Fund is a lunatic, payment should be made to the authority entitled under the law to receive payment on his behalf.

(3) Sums not claimed for a period of six months after they have become payable will, at the end of the year be transferred from the account head "Indian Civil Service Provident Fund" to the account head "Deposits", and treated under the ordinary rules relating to deposits. Such transfer does not, however, affect the fiduciary capacity in which the sums are held by Government.

7. *Statement of account* (*Rule* 14).—(1) The Account Officer will assign a number to the account of each subscriber, and when paying subscriptions in India, the subscriber should quote this number.

(2) Subscribers are required to satisfy themselves as to the correctness of the annual statements. Errors, if any, should be brought to the notice of the Account Officer within six months of receiving a statement. If no statement of account is received by the 1st of October, the subscriber should communicate with the Account Officer.

APPENDIX.

Forms of nomination.

I. When the subscriber has a family and wishes to nominate one member thereof.

I hereby nominate the person mentioned below, who is a member of my family as defined in rule 2 of the Indian Civil Service Provident Fund Rules, to receive the amount that may stand to my credit in the Fund, in the event of my death before that amount has become payable, or having become payable has not been paid :— x inserted 28th

Name and address of nominee.	Relationship with subscriber.	Age.	x

Dated this day of 19 , at

Signature of subscriber.

Two witnesses to signature—

(1)

(2)

II. When the subscriber has a family and wishes to nominate more than one member thereof.

I hereby nominate the persons mentioned below, who are members of my family as defined in rule 2 of the Indian Civil Service Provident Fund Rules, to receive the amount that may stand to my credit in the Fund, in the the event of my death before that amount has become payable, or having become payable has not been paid, and direct that

(2) In the Appendix—(*a*) in the forms of nomination, *insert* the following two columns after the column 'Age' in Forms I and III and after the column "Amount or share of accumulations to be paid to each" in Forms II and IV, namely :—

Contingencies on the happening of which the nomination shall become invalid.

Name, address and relationship of person, if any, to whom the right of the nominee shall pass in the event of his predeceasing the subscriber.

(*b*) *Omit* the forms of contingent notice of cancellation.

[G.O. Ms. No. 680, Public (Special), dated 18th March 1948.]

[XXVIII list, 22-3-48]

the said amount shall be distributed among the said persons in the manner shown below against their names :— ×× Inserted 28th list

Name and address of nominees.	Relationship with subscriber.	Age.	* Amount or share of accumulations to be paid to each.	×	×

Dated this day of 19 , at

Signature of subscriber.

Two witnesses to signature—

(1)
(2)

* NOTE.—This column should be filled in so as to cover the whole amount that may stand to the credit of the subscriber in the Fund at any time.

III. When the subscriber has no family and wishes to nominate one person.

I, having no family as defined in rule 2 of the Indian Civil Service Provident Fund Rules, hereby nominate the person mentioned below to receive the amount that may stand to my credit in the Fund, in the event of my death before that amount has become payable, or having become payable has not been paid :— ×× Inserted 28th list

Name and address of nominee.	Relationship with subscriber.	Age.	×	×

Dated this day of 19 , at

Signature of subscriber.

Two witnesses to signature—

(1)
(2)

IV. When the subscriber has no family and wishes to nominate more than one person.

I, having no family as defined in rule 2 of the Indian Civil Service Provident Fund Rules, hereby nominate the persons mentioned below to receive the amount that may stand to my credit in the Fund in the event of my death before that amount has become payable, or having become payable has not been paid, and direct that the said amount shall be distributed among the said persons in the manner shown below against their names :— ×× Inserted 28th list.

Name and address of nominees.	Relationship with subscriber.	Age.	* Amount or share of accumulation to be paid to each.	×	×

Dated this day of 19 , at

Signature of subscriber.

Two witnesses to signature—

(1)
(2)

* NOTE.—This column should be filled in so as to cover the whole amount that may stand to the credit of the subscriber in the Fund at any time.

Forms of contingent notice of cancellation.

I. Where nomination is in favour of one or more members of the subscriber's family.

Without prejudice to my right under sub-rule (3) of rule 5 of the Indian Civil Service Provident Fund Rules to cancel the nomination made by me on , whenever I think fit, I hereby give notice that in the event of the person/any of the persons nominated there under predeceasing me, the said nomination shall forthwith stanc cancelled.

Dated this day of 19 , at

Signature of subscriber.

Two witnesses to signature—

(1)

(2)

II. Where nomination is in favour of one or more persons not being members of the subscriber's family.

Without prejudice to my right under sub-rule (3) of rule 5 of th Indian Civil Service Provident Fund Rules to cancel the nominatio made by me on , whenever I think fit, I hereb give notice that i~~n the event of~~ ~~the person/any of the persons~~ ~~nominated thereund~~ ~~predeceasing me, or in the event of my hereafter acquiring a family~~ ~~defined in rule 2 of the said rules,~~ the said nomination shall forthwith stand cancelled.

Dated this day of 19 , at

Signature of subscriber.

Two witnesses to signature—

(1)

(2)

[G.O. Ms. No. 1128, Public (Special), dated 22nd April 1943.]

[VI list, 29-4-43]

(2) In Form II of the Forms, *for* the words and figure "In the event of $\frac{\text{the person}}{\text{any of the persons}}$ nominated thereunder predeceasing me, or in the event of my hereafter acquiring a family as defined in rule 2 of the said rules, the said nomination shall forthwith stand cancelled," the following shall be substituted, namely :—

"the said nominations shall—

(*a*) in the event of $\frac{\text{the person}}{\text{any of the persons}}$ nominated thereunder predeceasing me, forthwith stand cancelled so far as it relates to the person predeceasing me ; or

(*b*) in the event of my hereafter acquiring a family as defined in rule 2 of the said rules forthwith stand cancelled in its entirety."

[G.O. Ms. No. 3655, Public (Special), dated 15th December 1943.]

[IX list, 22-12-1943]

NINTH LIST OF CORRECTIONS TO THE INDIAN CIVIL SERVICE MANUAL (1941 EDITION).

Pages 104–111—*Appendix IX-I, Indian Civil Service Provident Fund Rules.*—In the Forms of contingent notice of cancellation in the appendix to the "Instructions for the guidance of subscribers to the Fund and Account Officers under Indian Civil Service Provident Fund Rules," the following amendments shall be made, namely :—

(1) In Form I of the said Forms, after the words "the said Nomination", the words "so far as it relates to the person predeceasing me" shall be inserted.

2. (*a*) In these rules—

(i) *Account Officer* means the audit officer so designated by the Auditor-General.

(ii) *Emoluments* means pay, leave-salary or subsistence grant, as defined by the Fundamental Rules and includes sterling overseas pay converted at such rate of exchange as the Secretary of State in Council may by order prescribe.

(iii) *The Fund means* the Indian Civil Service Provident Fund.

(iv) *Leave* means any variety of leave recognized by the Fundamental Rules.

(v) *Year* means financial year.

(*b*) Any other expression employed in these rules which is defined in the Fundamental Rules is used in the sense therein defined.

Nature of the Fund.

3. The Fund shall be administered by the Governor-General in Council. It shall be open only to members of the Indian Civil Service, and shall be maintained in India in rupees.

4. To each officer's account in the Fund shall be credited—

(*a*) All subscriptions of 4 per cent of his pay and other specified allowances, made and funded for his benefit between the 1st April 1919 and the date on which these rules come into force.

(*b*) Interest on such subscriptions, calculated by the method, and at the rate, prescribed in rule 12.

(*c*) All subscriptions made by the officer under these rules together with interest on such subscriptions calculated as prescribed in rule 12.

Conditions and Rates of Subscription.

5. Every member of the Indian Civil Service shall subscribe to the Fund not less than 4 nor more than 12½ per cent of all emoluments drawn by him after these rules come into force :

Provided that—

(1) subscription shall be optional for members of the Executive Council of the Governor-General or of a Governor [and for Judges of High Courts] ;

(G.O. No. 1166, Public, dated 7th December 1925.)

(2) subscription on account of leave-salary drawn during leave preliminary to retirement shall be optional ; but an officer who, after electing not to subscribe during a period of such leave, subsequently returns to duty, shall subscribe at the rate of 4 per cent on all leave-salary drawn during the leave ; and

(3) an officer who has, under the proviso to rule 17, withdrawn the amount standing to his credit shall not subscribe to the Fund after such withdrawal unless and until he returns to duty.

(G.O. No. 1681, Public, dated 10th October 1938.)

(4) subscription shall be optional on account of subsistence grant, leave salary equal to subsistence grant or minimum leave-salary.

6. The amount to be subscribed by each officer shall be fixed by the officer himself, subject to the provisions of rules 5, 7, 8 and 9 and to the following general conditions :—

(1) The amount fixed shall be a number of complete rupees.

(2) If the amount fixed by an officer is, in relation to the emoluments on account of which it is subscribed, either below the minimum or above the maximum percentage prescribed by rule 5, the Account Officer shall presume that the subscriber's intention was to subscribe the minimum or the maximum, as the case may be, rounded off to the nearest rupee, and shall intimate to the subscriber the amount to be paid by, or refunded to, him accordingly.

7. When any emoluments, other than leave-salary, are drawn from a Government treasury in India, the subscription on account of such emoluments shall be such amount as may be deducted by the officer on this account from the bill on which the emoluments are drawn.

8. When an officer is—

(*a*) *transferred* to foreign service in which he will not be drawing his pay from a Government treasury in India, or

(*b*) sent on deputation out of India,

he shall, before proceeding to join his new duty, intimate to the Account Officer the amount of his emoluments while on such foreign service or deputation, and the amount of the monthly subscription which he desires to make on account of those emoluments. When the amount of his emoluments is changed during the foreign service or deputation the officer may intimate to the Account Officer a change in the amount of his subscription, and he shall intimate such a change when the existing amount falls, in relation to the changed emoluments, outside the limits prescribed by rule 5.

9. The amount of subscription on account of leave-salary shall be fixed by the following method :—

(*a*) Before departure on leave every officer shall intimate to the Account Officer in India the amount which he desires to subscribe monthly during his leave. He shall also intimate whether he wishes to subscribe in the event of his drawing subsistence grant, leave-salary equal to subsistence grant, or minimum leave-salary. The amount in each case shall be a fixed percentage of the emoluments admissible to him during his leave. These particulars shall be entered in the officer's leave-salary certificate.

(*b*) An intimation thus made to the Account Officer shall be final, and no alteration of the percentage fixed shall be permitted during the course of the leave.

(*c*) If no intimation under this rule is made before an officer goes on leave, subscription shall be deducted throughout his leave at the rate of 4 per cent of his leave-salary.

Realization of Contributions.

10. (*a*) Subscriptions in respect of sterling overseas pay drawn from the Home Treasury shall be recovered in India from the pay of the officers concerned. Subscriptions in respect of other emoluments drawn from a Government Treasury in India or from the home or a colonial treasury shall be recovered by deduction from the emoluments concerned.

(*b*) When emoluments are drawn from any other source, subscriptions shall be paid by remittance in cash to the Account Officer.

11. *Cancelled.*

Interest on Contribution.

12. Interest at the rate for the time being allowed on subscriptions to the General Provident Fund shall be credited by Government, as from the 31st March of each year, to the account of each subscriber to the Fund, subject to the following conditions :—

(1) Interest for twelve months shall be credited on the amount at the credit of the officer on the 31st March of the preceding year, less any advance taken during the year.

(2) Interest shall be credited for each month of the year upon the sum by which the minimum amount at the credit of the officer, between the close of the fourth day and the end of the month, exceeded the amount on which interest is credited under condition (1) of this rule. For the purpose of this rule a subscription paid by deduction from emoluments shall be treated as having been deposited in the Fund on the first day of the month in which payment is actually made.

(3) If the total amount of interest allowed under clauses (1) and (2) contains a fraction of a rupee, it shall be rounded to the nearest whole rupee (eight annas counting as the next higher rupee).

(G.O. No. 726, Public, dated 8th May 1935.)

(4) Before the amount at an officer's credit in the Fund is finally paid under rule 18 his account shall be credited with interest up to the end of the month preceding that in which the payment is made or up to the end of the sixth month after the end of the month in which he quitted the service or died, whichever of these periods be less.

(5) The rate of interest shall be liable to revision on the 1st April of each year without notice.

Advances from the Fund.

13. (1) The local Government or, in the case of an officer serving under the Government of India the Governor-General in Council may sanction the payment to any subscriber of an advance, consisting of a sum of whole rupees and ordinarily not exceeding in amount three months' pay, from the sum standing to his credit in the Fund.

(2) An advance shall not be granted under this rule to any subscriber until at least twelve months have elapsed from the date of repayment of the last instalment of any previous advance, unless the Governor-General in Council or the local Government, as the case may be, considers, for reasons which shall be recorded in writing, that this restriction may be relaxed.

14. (*a*) An advance shall be recovered in such number of equal monthly instalments, not being less than 12 or more than 24, as the sanctioning authority may prescribe. A subscriber may, however, at his option, repay more than one instalment in a month. Each instalment shall be a number of complete rupees, the amount of the advance being raised or reduced, if necessary, to admit of the fixation of such instalment.

(*b*) Recovery shall be made in the manner provided by rule 10 for the realization of subscriptions, and shall commence on the first occasion after the advance is made on which the officer draws pay for a full month. It shall not be made while the officer is on leave or in receipt of subsistence grant, and it may be postponed by the sanctioning authority during the recovery of an advance granted to the officer otherwise than from the Fund.

(*c*) If at any time under the provisions of rule 13 (2) an advance has been made to an officer before one previously made has been completely repaid, each advance shall be treated separately for purposes of recovery.

(*d*) When an advance is repayable in twelve instalments, an additional instalment equivalent to that percentage of the advance which is prescribed for corresponding recoveries under the rules of the General Provident Fund shall be paid as interest in the month following that in which the twelfth instalment is repayable. Similarly, when the advance is repayable in more than twelve instalments, two additional instalments each equivalent to the percentage of the advance specified above shall be paid as interest. Such additional instalments shall be rounded off to the nearest rupee.

(*e*) Recoveries made in accordance with this rule shall be credited, as they are made, to the officer's account in the Fund; the date of credit being determined, for the purpose of calculating interest, by the procedure prescribed in rule 12 (2).

Insurance Policies.

15. Payments towards a policy of insurance of any description on the subscriber's own life may, at the option of a subscriber, be substituted for subscriptions to the Fund, subject to the following conditions :—

(1) No amount shall be withdrawn before the details of the proposed policy have been submitted to the Accounts Officer and accepted by him as suitable.

(2) If the payments substituted be less than the minimum subscription required by rule 5, the deficiency shall be rounded to the nearest rupee in the manner provided in clause (3) of rule 12 and paid by the subscriber as a subscription to the Fund.

(3) Government will not make any payments to insurance companies on behalf of subscribers, nor will they take steps to keep the policy alive. If a subscriber records on his pay bill that he is making payments to an insurance company, the Account Officer shall recover the deficiency, if any, due under sub-clause (1) above, and demand periodically to see the receipts or certified copies of the receipts showing that such payments have been made. Failing the production of such receipts he shall make the necessary deductions from the subscriber's emoluments and pay them to his credit in the Fund and shall require the subscriber to furnish a certificate by the insurance company either that the policy has lapsed or matured, in which case the amount realized by surrender or on maturity shall be stated in the certificate, or that premia have not been paid, as the case may be. Should a subscriber prefer, he may make the usual deduction from his pay bills for credit to the Fund and arrange with the Account Officer to draw from the Fund as required the sums necessary to pay premia or to recoup premia already paid, provided that no amount shall be withdrawn to meet any payment made more than twelve months before the withdrawal. Any sums already at credit of the subscriber in the Fund may be withdrawn for the purpose of making payments under this rule, provided that the amounts withdrawn shall be rounded to the nearest rupee in the manner provided in clause (3) of rule 12. Such withdrawals shall be treated as advances for the purpose of rule 12 (1) only, and not for the purpose of rules 13 and 14.

(4) If any policy lapses the subscriber shall pay to the Fund the amount of premia paid with interest thereon, and if any policy matures he shall pay to the Fund the amount of premia paid with interest thereon, or at his option the sum realized.

(5) Once a policy has been accepted by an Accounts Officer for the purpose of being financed from the Fund, the terms of the policy shall not be altered ; nor shall the policy be exchanged for another policy without the prior consent of the Accounts Officer to whom details of the alteration or of the new policy shall be furnished.

15-A. A subscriber may withdraw from the amount standing to his credit in the Fund any sum, which shall be a complete number of rupees, required to provide supplementary pensions for his wife, sons and daughters under Rules 26-A and 26-B of the Indian Civil Service Family Pension Fund Rules.

[G.O. No. 1809, Public (Special), dated 12th September 1940.]

Final withdrawal of Accumulations in the Fund.

16. The amount accumulated in the Fund to the credit of a subscriber shall be his property, funded for his benefit, and shall not be liable to forfeiture in the event of his dismissal from the service or of his quiting it before he becomes entitled to annuity.

17. Except as provided in Rule 15-A it shall not be permissible to withdraw a subscriber's property in the Fund until he finally quits the service or dies.

Provided that a subscriber who has been granted leave preliminary to retirement or in the case of an officer of a vacation department has been allowed to combine vacation with such leave, or who, while on leave, is either permitted to retire or is declared by a medical board to be unfit for further service, may withdraw the amount standing at his credit at any time between the commencement of the leave or vacation as the case may be or the date of such permission, or of such declaration, as the case may be and the date of actual retirement subject, however, to the condition that he may be required, should he return to duty at the end of his leave, to repay to the Fund the whole amount withdrawn by him with interest thereon. The Local Government may order recovery in full or in part, in cash and/or in securities, and at their discretion in instalments.

[G.O. No. 1809, Public (Special), dated 12th September 1940.]

18. Sums finally withdrawn from the Fund shall be payable in accordance with the following provisions :—

(1) The local Government shall, on the application of the subscriber, direct the Account Officer to pay the amount at the subscribers' credit, and such amount shall thereupon be paid in full unless the Account Officer shall have received notice of any attachment, assignment or encumbrance affecting the disposal of the amount or of any portion of it ; in which case he shall pay to the subscriber such portion only of the amount as is not affected by the attachment, assignment, or encumbrance, and shall obtain the orders of the local Government as to the disposal of the balance.

(2) If a subscriber dies, the Account Officer shall take steps in consultation, if necessary, with the local Government under which the subscriber was serving, to ascertain the person legally entitled to receive the amount at the subscriber's credit and shall pay the amount to that person. But if a widow or children survive the deceased subscriber, then unless the Account Officer has received from him a direction to the contrary in writing, Rs. 5,000 of the sum standing to the credit of the subscriber at the time of his decease, or the whole of such sum if it be less than Rs. 5,000 shall be payable to the widow or if there be no widow, to the children, or to such person as may be authorized by law to receive payment on behalf of the widow or the children, as the case may be.

(3) Payment of amounts withdrawn shall be made in India only and the persons to whom the amounts are payable shall make their own arrangements to receive payment in India.

Procedure.

19. All sums paid into the Fund under these rules shall be credited in the books of the Government of India to an account named "The Indian Civil Service Provident Fund." Sums not claimed for a period exceeding six months after the subscriber

EIGHTH LIST OF CORRECTIONS TO THE INDIAN CIVIL SERVICE MANUAL (1941 EDITION).

Pages 111–125.—*For* Appendix IX (II), *substitute* the following :—

(*Government of India, Finance Department, Notifications No. D.* 38–*S.D.*/43, *dated* 14*th October* 1943, *and No. D.* 38*A*-*S.D.*/43, *dated* 14*th October* 1943.)

II

The following resolution by the Secretary of State for India is published for general information :—

INDIAN CIVIL SERVICE (NON-EUROPEAN MEMBERS) PROVIDENT FUND RULES, DATED MARCH 29, 1943.

I, Leopold Charles Maurice Stennett Amery, one of His Majesty's Principal Secretaries of State, in virtue of the powers conferred by section 247 (I) and section 250 (I) of the Government of India Act, 1935, hereby make, with the concurrence of my Advisers, the following rules :—

1. (1) These Rules may be cited as the Indian Civil Service (Non-European Members) Provident Fund Rules.

(2) They shall come into force on 29th March 1943.

2. In these Rules unless the context otherwise requires—

(1) " Account Officer " means the Audit Officer so designated by the Auditor-General of India.

(2) " Child " means a legitimate child and, in cases where the Account Officer, or if any doubt arises in the mind of the Account Officer, the Solicitor to the Government of India or the Legal Remembrancer (or other corresponding officer) to the Provincial Government as the case may be, is satisfied that under the personal law of the subscriber adoption is legally recognized as conferring the status of a natural child, includes an adopted child.

(3) " Emoluments " means pay as defined in the Fundamental Rules (sterling overseas pay being converted at such rate of exchange as the Secretary of State may prescribe), leave salary and remuneration during suspension.

(4) " Family " means the wife or wives and children of a subscriber and the widow or widows and children of a deceased son of a subscriber.

(5) " Fund " means the Indian Civil Service (Non-European Members) Provident Fund.

(6) " Government " means the Governor-General in the case of a person employed in connexion with the affairs of the Federation and the Governor of the Province in the case of a person employed in connexion with the affairs of a Province.

(7) "Leave" means any variety of leave prescribed in the Fundamental Rules.

(8) "Year" means financial year.

3. Every non-European (other than an Anglo-Indian) member of the Indian Civil Service who is not a subscriber under the Indian Civil Service Family Pension Rules or under the Indian Civil Service (Non-European Members) Family Pension Rules shall subscribe monthly to the Fund an amount which shall be a sum of whole rupees (eight annas and more counting as the next higher rupee) equal to 6 per cent of the emoluments due for the preceding month:

Provided that subscription shall be optional during any period of extraordinary leave without leave salary or leave with leave salary under Rule 88 of the Fundamental Rules or while the subscriber is under suspension during which reduced remuneration is drawn:

Provided further in the case of a member permitted to serve in the armed forces of the Crown during an emergency, that the amount of his subscription to the Fund shall be calculated on the emoluments he would have drawn if he had remained on duty in civil employment.

4. Except as provided in sub-rule (6) interest at the rate determined for each year according to the method of calculation prescribed by the Secretary of State shall be credited to each subscriber as from the 31st March of each year subject to the following conditions:—

(1) Interest for 12 months shall be credited on the amount at the credit of the subscriber on the 31st March of the preceding year, less any sums withdrawn under Rule 7 during the year;

(2) Interest shall be credited for each month of the year upon the sum by which the minimum amount standing to the credit of the subscriber between the close of the fourth day and the end of the month exceeded the amount on which interest is credited under sub-rule (1), subscriptions paid by deductions from emoluments being treated for the purposes of this sub-rule as having been deposited in the Fund on the first day of the month in which payment is actually made;

(3) If the total amount of interest allowed under sub-rules (1) and (2) contains a fraction of a rupee it shall be rounded off to the nearest whole rupee, eight annas and more counting as the next higher rupee;

(4) Before the amount at the credit of a subscriber is finally paid, his account shall be credited with interest up to the month preceding that in which the payment is made or tendered, or up to the end of the sixth month after the end of the month in which he quitted the service or died, whichever of these periods is less;

(5) The rate of interest is liable to revision on the 1st April of each year without notice;

(6) Interest shall not be credited to the account of a Muhammadan subscriber if he informs the Account Officer that he does not wish to receive it, but if he subsequently asks for interest, it shall be credited with effect from the 1st April of the year in which he asks for it.

5. (1) Each subscriber shall as soon as may be after joining the Fund send to the Account Officer a nomination

Pages ~~104~~—111, 125 *Appendix* IX-II *Indian Civil Service Provident Fund Rules—Rule* 5.—(1) In the proviso to sub-rule (3), *for* the words, figures and brackets "sub-rules (1) and (2)," *substitute* the words "this rule";

(2) *For* sub-rules (4), and (5) *substitute* the following :—

(4) A subscriber may provide in a nomination—

(*a*) in respect of any specified nominee, that in the event of his predeceasing the subscriber, the right conferred upon that nominee shall pass to such other person as may be specified in the nomination;

(*b*) that the nomination shall become invalid in the event of the happening of a contingency specified therein; provided that if at the time of making the nomination the subscriber has no family, he shall provide in the nomination that it shall become invalid in the event of his subsequently acquiring a family.

(5) Immediately on the death of a nominee in repsect of whom no special provision has been made in the nomination under clause (*a*) of sub-rule (4), or on the occurrence of any event by reason of which the nomination becomes invalid in pursuance of clause (*b*) of sub-rule (4) or the proviso thereto, the subscriber shall send to the Account Officer a notice in writing cancelling the nomination, together with a fresh nomination made in accordance with the provisions of this rule.

[~~G.O. Ms. No. 2884, Public (Special), dated 16th September 1947.~~]

Omit Sub-rule (7)

[~~XXVII list, 20-9-47~~]

— G.O. 681 Spl dt 18.3.48)

Price, 3 *pies*]

TWENTY-SIXTH LIST OF CORRECTIONS TO THE INDIAN CIVIL SERVICE MANUAL (1941 EDITION).

Page 113.—*For* rule 6 (3) of the said rules, *substitute* the following, namely :—

If a subscriber retires under the Premature Retirement Rules the amount of the contribution shall be 1/21 × Rs. 6,000 for each completed year of active service, plus 1/12 of 1/21 of Rs. 6,000 for each completed month in excess of completed years, subject to a maximum of the amount that would have been payable, as prescribed in sub-rule (1), if the subscriber retired under the ordinary rules.

[G.O. Ms. No. 2722, Public (Special), dated 1st September 1947.]

[XXVI list, 4-9-47]

WENTY-FIFTH LIST OF CORRECTIONS TO THE INDIAN CIVIL SERVICE MANUAL (1941 EDITION).

Page 113.—*For* rule 6 (3) of the said rules, *substitute* the following, namely :—

If a subscriber retires under the Premature Retirement Rules, the amount of contribution shall be 1/21 x Rs. 6,000 for each completed year of active service, 1/12 of 1/21 of 6,000 for each completed month in excess of completed years, ct to a maximum of 6,000.

[G.O. Ms. No. 1834, Public (Special), dated 11th June 1947.]

[XXV list, 17-6-47]

Page 113:- For rule 6 (3) of the said rules substitute the following, namely:-

" If a subscriber retires under the premature Retirement Rules the amount of the contribution shall be 1/21 X Rs 6000 for each completed year of active service, plus 1/12 of 1/21 of 6,000 for each completed month in excess of completed years, subject to a maximum of 6,000."

G. O. Ms. No. 1834 Public (Special) Department dated 11th June 1947.

Subord 26th List

1. After Sub-clause (6) in Rule 5 the following shall be inserted--

"(7) Nothing in this rule shall be deemed to invalidate, or require the replacement by a nomination thereunder of a nomination made before these Rules came into force under the corresponding rule heretofore in force.

This amendment shall have effect and be deemed always to have had effect, from the 29th March 1943.

Ms. No. 3229, dated the 7th November 1944.

(Pub. Spl. Deppt.)

[SIXTEENTH LIST OF CORRECTIONS TO THE INDIAN CIVIL SERVICE MANUAL, 1941 EDITION.]

Pages 111-125, *Appendix IX (II)—Indian Civil Service (Non-European Members) Provident Fund Rules*, 1943.—(1) After sub-clause (6) in Rule 5, the following shall be inserted:—

(7) Nothing in this rule shall be deemed to invalidate, or to require the replacement by a nomination thereunder of a nomination made before these Rules, came into force under the corresponding rule heretofore in force.

This amendment shall have effect, and be deemed always to have had effect from the 29th March 1943. omitted G.O. 681 SPL d/18.3.48.

conferring on one or more persons the right to receive the amount that may stand to his credit in the Fund, in the event of his death before that amount has become payable, or having become payable, has not been paid:

Provided that if, at the time of making the nomination the subscriber has a family the nomination shall not be in favour of any person or persons other than the members of his family.

(2) If a subscriber nominates more than one person under sub-rule (1), he shall specify in the nomination the amount or share payable to each of the nominees in such manner as to cover the whole of the amount that may stand to his credit in the Fund at any time.

(3) A subscriber may at any time cancel a nomination by sending a notice in writing to the Account Officer:

Provided that the subscriber shall along with such notice send a fresh nomination made in accordance with the provisions of ~~sub-rules (1) and (2).~~ this rule.

(4) Without prejudice to the provisions of sub-rule (3) a subscriber shall along with every nomination made by him under this Rule send to the Account Officer—

(*a*) a notice to the effect that in the event of any of the nominees predeceasing him, the nomination in respect of the deceased nominee shall forthwith stand cancelled, and

(*b*) if the nomination is made at a time when the subscriber has no family, a notice to the effect that in the event of his thereafter acquiring a family the nomination shall forthwith stand cancelled.

(5) Immediately on the occurrence of any event by reason of which the notice of cancellation referred to in sub-rule (4) becomes operative and the nomination to which that notice relates consequently stands cancelled, the subscriber shall send to the Account Officer a fresh nomination made in accordance with the provisions of sub-rules (1) and (2).

(6) Every nomination made, and every notice of cancellation given, by a subscriber shall, to the extent that it is valid and operative, take effect on the date on which it is received by the Account Officer.

6. (1) The account of each subscriber who either joined the Indian Civil Service after 4th January 1923, and has elected to join the Fund under the option allowed by the Rules previously in force, or has joined the Indian Civil Service after the institution of the Fund shall, subject to the provisions of sub-rule (2), be credited on retirement or previous death with the sum of Rs. 6,000 and the accounts of other subscribers shall be credited with the amounts specified in the Schedule to these Rules.

(2) This contribution shall not be paid to any subscriber who is dismissed or removed from the service or who resigns without being entitled to a gratuity or annuity.

(3) If a subscriber retires under the Premature Retirement Rules the amount of the contribution shall be determined by the Secretary of State. x Substitutes S.O. 1834 dd. Special 9/11-6-47.

7. Subject to the conditions hereinafter stated:—

(*a*) subscriptions to a family pension fund approved in this behalf by the Secretary of State, or payments towards an insurance policy may, at the option of a subscriber, be substituted for the whole or part of the subscriptions to the Fund;

(b) any amount standing to the credit of a subscriber in the Fund may be withdrawn to meet—

(i) payments towards an insurance policy;

(ii) purchase of a single payment insurance policy;

(iii) payment of a single premium or subscriptions to a family pension fund approved in this behalf by the Secretary of State:

Provided that no amount shall be withdrawn to meet any demand or purchase made or effected more than 12 months before the withdrawal.

8. (1) If the total amount of any subscriptions or payments substituted under clause (a) of Rule 7 is less than the amount of the subscription payable to the Fund under Rule 3, the difference shall be rounded off to the nearest rupee in the manner provided in that Rule and paid by the subscriber as a subscription to the Fund.

(2) If the subscriber withdraws any amount standing to his credit in the Fund for any of the purposes specified in clause (b) of Rule 7, he shall, subject to his option under clause (a) of that Rule, continue to pay to the Fund the subscriptions payable under Rule 3.

9. If the interest of the subscriber in the family pension fund ceases in whole or in part from any cause whatsoever, the account of the subscriber in the Fund shall forthwith be reimbursed by the amount of the refund secured by the subscriber from the family pension fund, which amount shall in default of reimbursement be deducted from the subscriber's emoluments by instalments or otherwise as may be directed by Government.

10. (1) Government will not make any payments on behalf of subscribers to insurance companies nor take steps to keep the policy alive.

(2) The policy shall be on the life of the subscriber himself and shall, unless it is a policy expressed on the face of it to be for the benefit of his wife and/or his children or any of them, be such as may be legally assigned by the subscriber himself to the Governor-General or the Governor of the Province under whose administrative control he is serving.

(3) The policy may not be affected for the benefit of any beneficiary other than the wife and/or children of the subscriber or any of them.

11. (1) The policy shall within three months or, if the headquarters of the insurance company are outside India, within such longer period as the Account Officer, if he is satisfied by the production of the completion certificate (interim receipt), may fix, after the first withholding of a subscription or withdrawal from the Fund in respect of the policy be delivered to the Account Officer, but if it is not a policy expressed on the face of it to be for the benefit of the wife and/or children of the subscriber or any of them, it shall be assigned to the Governor-General or the Governor of the Province under whose administrative control he is serving, before such delivery.

(2) If the policy is not delivered within the period of three months or such longer period as the Account Officer may have fixed, any amount withheld or withdrawn from the Fund in respect of the policy shall, with interest thereon at the rate provided in Rule 4, forthwith be paid or repaid as the case may

(2) In rule 3, *for* the words "every non-European member of the Indian Civil Service" *substitute* the words "every non-European (other than an Anglo-Indian) member of the Indian Civil Service".

[G.O. Ms. No. 1729, Public (Special), dated 5th June 1944.]

[XII list, 8-6-44]

2. Rule 13 shall be reconstructed as follows:-

13. Save as provided in Sub-Rule (2) of Rule 14--

(1) If a policy delivered to the Account Officer matures before the subscriber quits the Service and before his death, the Accounts Officer shall make over the policy to the subscriber, who shall immediately on receipt of the policy monies from the insurance company pay or repay to the Fund either--

(a) the whole of any amount withheld or withdrawn from the Fund in respect of the policy, together with interest thereon at the rate provided in Rule 4, or

(b) an amount equal to the amount assured, together with any accurued bonuses,

whichever is less, and in default the provisions of Sub-Rule (2) of Rule II shall apply.

(2) If a policy assigned to the Governor General or the Governor matures before the subscriber quits the Service and before his death, the Accounts Officer shall realise the amount assured, together with any accrued bonuses, and shall either--

(a) place the amount so realised to the credit of the subs subscriber in the Fund, or

(b) if the amount so realised is greater than the whole of the amount withheld or withdrawn from the Fund in respect of the policy, with interest thereon at the rate provided in Rule 4, deduct therefrom the whole of the amount so withheld or withdrawn and place the amount so deducted to the credit of the subscriber in the Fund, the balance being at the option of the subscriber, paid direct to him or placed to his credit in the Fund.

This amendments shall have effect, and be deemed always to have had effect, from the 29th March, 1943.

G.O. Ms. No. 3229 Pub. Spl. Deptt. 7th November, 1944.

TWELFTH LIST OF CORRECTIONS TO THE INDIAN CIVIL SERVICE MANUAL (1941 EDITION).

Pages 111-125, *Appendix IX (II), Indian Civil Service (Non-European Members) Provident Fund Rules*, 1943.—(1) In rule 2, after sub-paragraph (1) *insert* the following sub-paragraph:

"(1A) "Anglo-Indian" has the meaning assigned to that expression in paragraph 26 of Part I of the First Schedule to the Government of India Act, 1935,"

(2) Rule 13 shall be reconstructed as follows :—

13. Save as provided in sub-rule (2) of Rule 14—(1) If a policy delivered to the Accounts Officer matures before the subscriber quits the Service and before his death, the Accounts Officer shall make over the policy to the subscriber, who shall immediately on receipt of the policy monies from the insurance company pay or repay to the Fund either :—

(*a*) the whole of any amount withheld or withdrawn from the Fund in respect of the policy, together with interest thereon at the rate provided in Rule 4, or

(*b*) an amount equal to the amount assured, together with any accrued bonuses,

whichever is less, and in default the provisions of sub-rule (2) of rule 11 shall apply.

(2) If a policy assigned to the Governor General or the Governor matures before the subscriber quits the Service and before his death, the Accounts Officer

be by the subscriber to the Fund, or in default be ordered by Government to be recovered by deduction from the emoluments of the subscriber by instalments or otherwise.

(3) Notice of assignment of the policy shall be given by the subscriber to the insurance company and the acknowledgment of the notice by the insurance company shall be sent to the Account Officer within three months of the date of assignment.

12. (1) Save as provided by sub-rule (2) of Rule 14 when the subscriber—

(*a*) quits the service, or

(*b*) has proceeded on leave preparatory to retirement and applies to the Account Officer for reassignment or return of the policy, or

(*c*) while on leave has been permitted to retire or is required to retire on grounds of ill-health and applies to the Account Officer for reassignment or return of the policy, or

(*d*) pays or repays to the Fund the whole or any amount withheld or withdrawn from the Fund for any of the purposes, other than in respect of a family pension fund mentioned in Rule 7 with interest thereon at the rate provided in Rule 4,

the Accunt Officer shall make over the policy to the subscriber, having first reassigned to him any policy assigned to the Governor-General or the Governor:

Provided that if a subscriber to whom clause (*b*) or clause (*c*) applies, returns to duty any policy so reassigned or made over shall, if it has not matured or been assigned or charged or encumbered in any way, be again assigned to the Governor-General or Governor as the case may be, and again be delivered to the Account Officer as the case may be in the manner provided in Rule 11 and thereupon the provisions of these Rules shall, so far as may be, again apply in respect of the policy:

Provided further that if the policy has matured or been assigned or charged or encumbered in any way the provisions of sub-rule (2) of Rule 11 shall apply.

(2) Save as provided by sub-rule (2) of Rule 14, when a subscriber dies before quitting the service, the Account Officer shall make over the policy to the beneficiary, if any, or if there is no beneficiary, to such person as may be legally entitled to receive it, having first reassigned any policy assigned to the Governor-General or the Governor to such person as may be legally entitled to receive it.

13. Save as provided in sub-rule (2) of Rule 14, if a policy delivered to the Account Officer matures before the subscriber quits the Service and before his death the Account Officer shall make over the policy to the subscriber, who shall pay or repay to the Fund the whole of any amount withheld or withdrawn from the Fund in respect of the policy with interest thereon at the rate provided in Rule 4 and in default the provisions of sub-rule (2) of Rule 11 shall apply, but if the policy has been assigned to the Governor-General or the Governor the Account Officer shall realise the amount assured and shall deduct therefrom the whole of any amount withheld or withdrawn from the Fund in respect of the policy with interest thereon at the rate provided in Rule 4, and shall place the amount so deducted to the credit of the subscriber in the Fund, the balance if any being, at the

option of the subscriber, paid direct to him or placed to his credit in the Fund.

14. (1) If the policy lapses or becomes assigned otherwise than to the Governor-General or Governor, charged or encumbered, the provisions of sub-rule (2) of Rule 11 shall apply.

(2) If the Account Officer receives notice of an assignment otherwise than an assignment to the Governor-General or the Governor, of, or a charge or encumbrance on, or an order of a Court restraining dealings with, the policy or any amount thereon, the Account Officer shall not make over or reassign the policy or realise the amount assured by the policy or dispose of any part thereof, but shall refer the matter to the Governor-General or Governor as the case may be.

15. Except as provided in Rule 7, the amount standing to the credit of a subscriber in the Fund shall not be withdrawn until he quits the Service or dies:

Provided that a subscriber who has been granted leave preparatory to retirement or, in the case of one serving in a vacation department, has been allowed to combine vacation with such leave or who while on leave, is either permitted to retire voluntarily or is required to retire on grounds of ill-health, may withdraw the amount standing to his credit at any time between the commencement of the leave or vacation as the case may be, or the date of such permission or requirement as the case may be, and the date of actual retirement, but if he returns to duty at the end of his leave he shall if required to do so by Government pay to the Fund the whole amount withdrawn by him with interest thereon. A subscriber who exercises the option allowed by this proviso shall not subscribe to the Fund after such withdrawal unless and until he returns to duty.

16. On the death of a subscriber before the amount standing to his credit has become payable or, where the amount has become payable, before payment has been made.

(1) When the subscriber leaves a family—

(a) If a nomination in favour of a member or members of his family subsists, the amount standing to his credit in the Fund or the part thereof to which the nomination relates, shall be paid to his nominee or nominees in the proportion specified in the nomination;

(b) If no such nomination subsists or if such nomination relates only to a part of the amount standing to his credit in the Fund, the whole amount or the part thereof to which the nomination does not relate as the case may be shall, notwithstanding any nomination purporting to be in favour of any person or persons other than a member or members of his family be paid to the members of his family in equal shares:

Provided that no share shall be payable to—

(i) sons who have attained legal majority;

(ii) sons of a deceased son who have attained legal majority;

(iii) married daughters whose husbands are alive;

(iv) married daughters of a deceased son whose husbands are alive, if there is any member of the family other than those specified in clauses (i), (ii), (iii) and (iv) of the proviso:

Provided further that the widow or widows and the child or children of a deceased son shall receive between them in equal parts only the share which that son would have received if he had survived the subscriber and had been exempt from the provisions of clause (i) of the first proviso.

(2) When the subscriber leaves no family, if a nomination in favour of any person or persons subsists, the amount standing to his credit in the Fund or the part thereof to which the nomination relates shall be paid to his nominee or nominees in the proportion specified in the nomination, and if no nomination subsists it shall be paid to the person legally entitled to receive it.

17. All payments from the Fund shall be made in India in rupees.

18. As soon as possibile after the close of each year, each subscriber shall be supplied with a statement of his account in the Fund which shall show the opening balance as on 1st April of the year, the total amount credited or debited during the year, the amount of interest credited as on 31st March of the year and the closing balance as on that date.

19. (1) Until the commencement of Part II of the Government of India Act, 1935, references in these Rules to the Governor-General shall be construed as references to the Governor-General in Council.

(2) In the discharge of his functions under these Rules the Governor shall exercise his individual judgment.

20. The Indian Civil Service (Non-European Members) Provident Fund Rules, dated 2nd December 1930, are hereby repealed.

Given under my hand this 29th day of March 1943.

L. S. AMERY,

One of His Majesty's Principal Secretaries of State.

SCHEDULE [RULE 6 (1)].

Contribution to be credited by Government to the account of non-European members of the Indian Civil Service appointed to the Service on or before the 4th January 1923, who elect to join the Fund, according to the age of the subscriber at the date of joining the Fund.

Age of subscriber.	Contribution.
Not exceeding 24	6,000
Exceeding 24 but not exceeding 25	5,933
" 25 " 26	5,680
" 26 " 27	5,427
" 27 " 28	5,173
" 28 " 29	4,920
" 29 " 30	4,667
" 30 " 31	4,413
" 31 " 32	4,160
" 32 " 33	3,907
" 33 " 34	3,667
" 34 " 35	3,427
" 35 " 36	3,187
" 36 " 37	2,960
" 37 " 38	2,733
" 38 " 39	2,507
" 39 " 40	2,280
" 40 " 41	2,067
" 41 " 42	1,853
" 42 " 43	1,640

				Contribution.
Exceeding	43	but not exceeding	44	1,440
„	44	„	45	1,240
„	45	„	46	1,053
„	46	„	47	867
„	47	„	48	693
„	48	„	49	547
„	49	„	50	440
„	50	„	51	373
„	51	„	52	320
„	52	„	53	280
„	53	„	54	240
„	54	„	55	213

INSTRUCTIONS FOR THE GUIDANCE OF SUBSCRIBERS TO THE FUND AND OF ACCOUNT OFFICERS.

With reference to the Indian Civil Service (Non-European Members) Provident Fund Rules, made by the Secretary of State on the 29th March 1943, the following instructions are issued by the Government of India for the guidance of subscribers to the Fund and of Account Officers:—

1. *Subscriptions* (*Rule* 3).—(1) Before proceeding on extraordinary leave without leave salary or on leave with leave salary under Fundamental Rule 88, the subscriber should intimate to the Account Officer in India whether he wishes to subscribe during such leave. No alteration will be permissible in the option so exercised for the period of the leave. If the subscriber fails to intimate before proceeding on leave he will be deemed to have exercised his option in favour of subscribing during leave and deductions should be made accordingly.

(2) The instructions in sub-paragraph (1) will apply *mutatis mutandis* to a subscriber under suspension during which reduced remuneration is drawn.

(3) A subscriber transferred to foreign service or sent on deputation out of India shall, before proceeding to join his new duties, intimate to the Account Officer in India the amount of his emoluments while on foreign service or deputation out of India and any change therein in order to enable the Account Officer to verify whether the rate of subscription is in accordance with Rule 3.

(4) Subscriptions to the Fund will be recovered—

(i) in respect of emoluments drawn from a Government Treasury in India or a Colonial or Home Treasury, by deduction from the emoluments;
(ii) in respect of sterling overseas pay by deduction in India from pay; and
(iii) in respect of emoluments drawn from any other source, in cash, the subscriber remitting the amount direct to the Account Officer.

(5) All subscriptions made by a member together with interest on such subscriptions calculated under rule 4 and Government contribution under rule 6 should be credited to his account in the Fund.

omitted G.O. 682 spl df 18.3.48

2. *Nominations* (*Rule* 5).—Nominations under sub-rule (1), ~~and notices of cancellation under sub-rule (4),~~ should be in such one of the forms appended to these instructions as is appropriate in the circumstances. * added G.O. 682 spl df.

Pages 111—125, *Appendix IX* (*II*).—(1) In instruction 2—(*a*) *Omit* the words, figure and brackets "and notices of cancellation under sub-rule (4)";

(*b*) *add* the following sentence at the end, namely :—

When a subscriber who has no family makes a nomination, he shall specify in the penultimate column of the relevant form of nomination that the nomination shall become invalid in the event of his subsequently acquiring a family.

3. *Contribution by Government* (*Rule* 6).—In the case of a subscriber on foreign service, a contribution of Rs. 15 a month should be recovered from the foreign employer towards Government's liability under rule 6. Such contribution is payable during duty only.

4. *Payments towards policies of insurance or subscriptions to a family pension fund* (*Rule* 7).—(1) When a subscriber desires to divert or withdraw money from the Fund to pay subscriptions to an approved Family Pension Fund or a premium towards a policy of life insurance under Rule 7, he shall intimate to his Account Officer on his pay bill or by letter the fact of, and reason for, the reduction or withdrawal of money as the case may be. In the latter case he may also make necessary arrangements with the Account Officer for the withdrawal of money from the Fund.

(2) The Account Officer shall demand periodically to see the receipts or certified copies thereof showing that the amount so withheld or withdrawn has been duly applied. Failing the production of such receipts he shall order the recovery of any amount by which subscriptions have been reduced or any amount withdrawn, with interest thereon at the rate prescribed in Rule 4 from the subscribers' pay or leave salary in one or more instalments as he thinks fit.

5. *Assignments and Re-assignments* (*Rules* 11, 12 *and* 13).—Assignments under rule 11 and re-assignments under rule 12 or 13, as the case may be, should be in such one of the forms appended to these instructions as is appropriate in the circumstances.

6. *Recovery of the amount withdrawn under the proviso to Rule* 15.—When a subscriber has to repay to the Fund under the proviso to rule 15 the whole amount withdrawn by him, Government will determine whether the amount should be repaid in one or more instalments and in cash or securities or both.

7. *Final payments* (*Rules* 15 *and* 16.)—(1) The Account Officer will be responsible for making final payments under rule 15 or 16. If payment is made under rule 16 any person claiming payment should send a written application to that Officer. In a case where there is doubt or dispute, but only with regard to a portion of the amount standing to the credit of a subscriber, the Account Officer should authorise prompt payment of that portion in regard to which there is no dispute. The persons to whom any amount is payable from the Fund should make their own arrangements to receive payment in India.

(2) If the person to whom any payment is to be made from the Fund is a lunatic, payment should be made to the authority entitled under the law to receive payment on his behalf.

(3) Sums not claimed for a period of six months after they have become payable will, at the end of the year, be transferred from the account head "Indian Civil Service (Non-European Members) Provident Fund" to the account head "Deposits" and treated under the ordinary rules relating to deposits. Such transfer does not however affect the fiduciary capacity in which the sums are held by Government.

8. *Statement of account* (*Rule* 18).—(1) The Account Officer will assign a number to the account of each subscriber, and when paying subscriptions in India, the subscriber should quote this number.

(2) Subscribers are required to satisfy themselves as to the correctness of the annual statements. Errors, if any, should be brought to the notice of the Account Officer within six months of receiving a statement. If no statement of account is received by the 1st of October, the subscriber should communicate with the Account Officer.

(3) The Account Officer shall, if required by a subscriber, once, but not more than once, in a year, inform the subscriber of the total amount standing to his credit in the Fund at the end of the last month for which his account has been written up.

Appendix A.

Forms of Nomination.

I. When the subscriber has a family and wishes to nominate one member thereof.

I hereby nominate the person mentioned below, who is a member of my family as defined in rule 2 of the Indian Civil Service (Non-European Members) Provident Fund Rules, to receive the amount that may stand to my credit in the Fund, in the event of my death before that amount has become payable, or having become payable has not been paid:—inserted v.c. 682 s/pl d/ 18-3-48

Name and address of nominee.	Relationship with subscriber.	Age.	x	x

Dated this.......................day of...............19....,
at..................

Signature of subscriber.

Two witnesses to signature.

1. ....
2. ....

II. When the subscriber has a family and wishes to nominate more than one member thereof.

I hereby nominate the persons mentioned below, who are members of my family as defined in rule 2 of the Indian Civil Service (Non-European Members) Provident Fund Rules, to receive the amount that may stand to my credit in the Fund, in the event of my death before that amount has become payable, or having become payable has not been paid, and direct that

(2) In Appendix A—(*a*) in the forms of nomination, *insert* the following two columns after the column 'Age' in Forms I and III and after the column "Amount or share of accumulations to be paid to each" in Forms II and IV, namely :—

Contingencies on the happening of which the nomination shall become invalid.

Name, address and relationship of the person, if any, to whom the right of the nominee shall pass in the event of his predeceasing the subscriber.

(*b*) *Omit* the forms of contingent notice of cancellation.

[G.O. Ms. No. 682, Public (Special), dated 18th March 1948.]

[XXVIII list, 22-3-48]

the said amount shall be distributed among the said persons in the manner shown below against their names :— inserted c.o 68 2 Spl dt 18.3.48

Name and address of nominees.	Relationship with subscriber.	Age.	* Amount or share of accumulations to be paid to each.	x	x

Dated this .... day of ....19....,
at..................

Signature of subscriber.

Two witnesses to signature.

1. ....
2. ....

* *Note.*—This column should be filled in so as to cover the whole amount that may stand to the credit of the subscriber in the Fund at any time.

III. When the subscriber has no family and wishes to nominate one person.

I, having no family as defined in rule 2 of the Indian Civil Service (Non-European Members) Provident Fund Rules, hereby nominate the person mentioned below to receive the amount that may stand to my credit in the Fund, in the event of my death before that amount has become payable, or having become payable has not been paid:— inserted c.o 68 2 Spl dt 18.3.48

Name and address of nominee.	Relationship with subscriber.	Age.	x	x

Dated this .... day of ....19....,
at..................

Signature of subscriber.

Two witnesses to signature.

1. ....
2. ....

IV. When the subscriber has no family and wishes to nominate more than one person.

I, having no family as defined in rule 2 of the Indian Civil Service (Non-European Members) Provident Fund Rules, hereby nominate the persons mentioned below to receive the amount that may stand to my credit in the Fund, in the event of my

death before that amount has become payable or having become payable, has not been paid, and direct that the amount shall be distributed among the said persons in the manner shown below against their names:— deleted G.O. 682 spl dt 18.3.43.

Name and address of nominees.	Relationship with subscriber.	Age.	* Amount or share of accumulations to be paid to each.

Dated this.......... ....day of.....................19....,
at..................

Signature of subscriber.

Two witnesses to signature.

1. ....
2. ....

* *Note.*—This column should be filled in so as to cover the whole amount that may stand to the credit of the subscriber in the Fund at any time.

Forms of contingent notice of cancellation.

I. Where nomination is in favour of one or more members of the subscriber's family.

Without prejudice to my right under sub-rule (3) of rule 5 of the Indian Civil Service (Non-European Members) Provident Fund Rules to cancel the nomination made by me on.......... whenever I think fit, I hereby give notice that in the event of the person / any of the persons nominated thereunder, predeceasing me, the said nomination, so far as it relates to the person, predeceasing, shall forthwith stand cancelled.

G.O. 2562 Pub (SPL) dt 29.8.44 / 15th C.S. 2.9.44

Dated this............................day of.....................19....,
at..................

Signature of subscriber.

Two witnesses to signature.

omitted G.O. 682 spl dt 18/3/43

1. ....
2. ....

II. Where nomination is in favour of one or more persons not being members of the subscriber's family.

Without prejudice to my right under sub-rule (3) of rule 5 of the Indian Civil Service (Non-European Members) Provident Fund Rules to cancel the nomination made by me on.......... whenever I think fit, I hereby give notice that ~~in the event of the person / any of the persons nominated thereunder, predeceasing me, or in the event of my hereafter acquiring a family as defined in~~

Subs. G.O. 2562 Pub (SPL) dt 29-8-44

hereafter acquiring a family as defined in rule 2 of the said rules, the said nomination shall forthwith stand cancelled", the following shall be substituted, namely :—

"the said nomination shall—

(*a*) In the event of $\frac{\text{the person}}{\text{any of the persons}}$ nominated thereunder predeceasing me, forthwith stand cancelled so far as it relates to the person predeceasing me, or

(*b*) In the event of my hereafter acquiring a family as defined in rule 2 of the said rules forthwith stand cancelled in its entirety."

[G.O. Ms. No. 2562, Public (Special), dated 29th August 1944.]

[XV list, 2-9-44]

FIFTEENTH LIST OF CORRECTIONS TO THE INDIAN CIVIL SERVICE MANUAL (1941 EDITION).

Pages 111–125, *Appendix IX* (*II*), *Indian Civil Service* (*Non-European Members*) *Provident Fund Rules*, 1943.—In the forms of contingent notice of cancellation in Appendix A to the "Instructions for the guidance of subscribers to the Fund and of Account Officers", the following amendments shall be made, namely:—

(1) In Form I of the said forms, after the words "the said nomination", the words "so far as it relates to the person predeceasing me" shall be inserted.

(2) In Form II of the said forms, *for* the words and figures "in the event of $\frac{\text{the person}}{\text{any of the persons}}$ nominated thereunder predeceasing me, or in the event of my

~~rule 2 of the said rules, the said nomination shall forthwith stand cancelled~~.

Dated this....................day of....................19....,
at....................

Signature of subscriber.

Two witnesses to signature.

1. ....
2. ....

APPENDIX B.

Forms of Assignment.

(1)

I, A.B., of hereby assign unto the Governor General in Council the within policy of assurance as security for payment of all sums which under Rule 14 of the Indian Civil Service (Non-European Members) Provident Fund Rules I may hereafter become liable to pay to that Fund.

I hereby certify that no prior assignment of the within policy exists.

Dated this..............day of..........19...., at........

Signature of subscriber.
One witness to signature.

(2)

We, A.B. (the subscriber), of and C.D. (the joint assured), of in consideration of the Governor General in Council agreeing at our request to accept payments towards the within policy of assurance in substitution for the subscriptions payable by me the said A.B. to the Indian Civil Service (Non-European Members) Provident Fund [or, as the case may be, to accept the withdrawal of the sum of Rs. from the sum to the credit of the said A.B. in the Indian Civil Service (Non-European Members) Provident Fund for payment of the premium of the within policy of assurance], hereby jointly and severally assign unto the said Governor General in Council the within policy of assurance as security for payment, of all sums which under Rule 14 of the Indian Civil Service (Non-European Members) Provident Fund Rules the said A.B. may hereafter become liable to pay to that Fund.

We hereby certify that no prior assignment of the within policy exists.

Dated this...........day of..........19...., at........

Signature of Subscriber
and the joint Assured.
One witness to signatures.

I, C.D., wife of A.B., and the assignee of the written policy, having at the request of A.B., the assured, agreed to release my interest in the policy in favour of A.B. in order that A.B. may assign the policy to the Governor General in Council who has agreed to accept payments towards the within policy of Assurance in substitution for the subscriptions payable by A.B. to the Indian Civil Service (Non-European Members) Provident Fund hereby at the request and by the direction of A.B. assign and I the said A.B. assign and confirm unto the Governor General in Council the within policy of Assurance as security for payment of all sums which under Rule 14 of the Indian Civil Service (Non-European Members) Provident Fund Rules the said A.B. may hereafter become liable to pay to the Fund.

We hereby certify that no prior assignment of the within policy exists.

Dated this............day of.............19...., at......

Signature of the assignee and the subscriber.

One witness to signatures.

OR

(i) Cancellation of the assignment in Form 1 in favour of Government if one is already in existence;

(ii) Execution of an assignment in favour of the subscriber and his wife as joint tenants in the following form:—

I (here state name and description of the assured) do hereby assign and transfer the benefit of the within policy and all moneys receivable thereunder or in respect thereof to myself and my.............. (here state relationship and name) to hold the same unto myself and the said................or survivor **as joint tenants and I declare that on the death of either, the** receipt of the survivor shall be a sufficient discharge to the Insurance Company within named.

Dated the...............day of..............19....

Witnesses—

(1) ....

(2) ....

(Signature)

and

(iii) Execution of an assignment by the subscriber and his wife in form No. 2 in favour of Government.

Note.—The assignment may be executed on the policy itself either in the subscriber's handwriting or in type, or alternatively a typed or printed slip containing the assignment may be pasted on the blank space provided for the purpose on the policy. A typed or printed endorsement must be duly assigned and if pasted on the policy it must be initialled across all four margins.

Forms of Re-assignment.

(1)

All sums which have become payable by the abovenamed A.B. under Rule 14 of the Indian Civil Service (Non-European

Members) Provident Fund Rules having been paid and all liability for payment by him of any such sums in the future having ceased the Governor General in Council doth hereby re-assign the within policy of assurance to the said A.B. and C.D./A.B.

Dated this................day of............19....

Executed by............Account Officer of the Fund for and on behalf of the Governor General in Council in the presence of

YZ

(one witness who should add his designation and address).

XY

(Signature of the Account Officer.)

(2)

The abovenamed A.B. having died on the day of 19 , the Governor General in Council doth hereby re-assign the within policy of assurance to C.D. (Full particulars of person legally entitled to receive the policy.).

Dated this................day of............19....

Executed by...........Account Officer of the Fund for and on behalf of the Governor General in Council in the presence of

YZ

(one witness who should add his designation and address).

XY

(Signature of the Account Officer.)

The Governor-General in Council doth hereby re-assign the within policy to the said A.B./A.B. and C.D.

Dated this.......................day of...........19.....

Executed by.............Account Officer of the Fund for and on behalf of the Governor General in Council in the presence of	X Y (Signature of the Account Officer.)

Y Z
(one witness who should add his designation and address).

[G.O. Ms. No. 3644, Public (Special), dated 15th December 1943.]
[VIII list, 20-12-43]

has died or quitted the service shall be transferred to 'Deposits' at the end of the year, and treated under the ordinary rules relating to deposits.

20. When paying a subscription in India, either by deduction from emoluments or in cash, the subscriber shall quote the number of his account, which shall be communicated to him by the Account Officer, and shall remain unaltered until a change is intimated by the Account Officer.

21. (*a*) As soon as possible after the close of each year, every subscriber shall be supplied with a statement of his account in the Fund. Every such statement shall show the opening balance, as on 1st April of the year; the total amount credited or debited during the year; the amount of interest credited as on the 31st March of the year; and the closing balance as on that date.

(*b*) Subscribers are required to satisfy themselves as to the correctness of the annual statements, and errors should be brought to the notice of the Account Officer concerned within six months from the date of receipt of a statement.

22. *Cancelled.*

II

Resolution of the Government of India, Finance Department, dated New Delhi, the 31st December 1930.

No. F.-36-XXI-R-II.—The following resolution by the Secretary of State for India in Council, making the Indian Civil Service (Non-European Members) Provident Fund Rules, is published for general information. The Governor-General in Council is pleased to direct that the rules shall come into force on the 1st January 1931.

In exercise of the powers conferred by sub-section (2) of section 96-B of the Government of India Act, the Secretary of State, with the concurrence of the majority of votes at a meeting of the Council of India held the 2nd day of December 1930, hereby makes the following rules in supersession of the Indian Civil Service (Non European Members) Contributory Provident Fund Rules made by the Secretary of State in Council on the 12th February 1929.

Indian Civil Service (Non-European Members) Provident Fund.

Short Title and Definitions.

1. (1) These Rules may be called the Indian Civil Service (Non-European Members) Provident Fund Rules.

(2) They shall come into force on such date as the Governor-General in Council may, by notification in the *Gazette of India*, appoint.

2. (1) In these rules, unless there is anything repugnant in the subject or context :—

(*a*) *Account Officer* means such officer as may be appointed in this behalf by the Auditor-General.

(*b*) *Emoluments* means pay, leave salary or subsistence grant as defined by the Fundamental Rules, and includes sterling overseas pay converted at such rate of exchange as the Secretary of State in Council may prescribe in this behalf.

(*c*) *Family* means the wife or wives and children of a subscriber, and the widow or widows, and children of a deceased son of the subscriber. An adopted child shall be considered to be a child when the Account Officer, or, if any doubt arises in the mind of the Account Officer, the Legal Remembrancer or recognized legal adviser of the Local Government, is satisfied that, under the personal law of the subscriber, adoption is legally recognized as conferring the status of a natural child, but in this case only.

(*d*) *The Fund* means the Indian Civil Service (Non-European Members) Provident Fund.

(*e*) *Leave* means any variety of leave recognized by the Fundamental Rules or the Civil Service Regulations, whichever may be applicable to the subscriber.

(*f*) *Local Government* means—

(i) in relation to any officer serving under the Local Government of a Governor's Province or of a Chief Commissioner, that Local Government; and

(ii) in relation to any other officer, the Governor-General in Council.

(*g*) *The Service* means the Indian Civil Service.

(*h*) *Year* means a financial year.

(2) Any other expression used in these rules which is defined in the Fundamental Rules is used in the sense therein defined.

Constitution and Management of the Fund.

3. (1) The Governor-General in Council shall administer the Fund, which shall be maintained in India in rupees and shall be open only to non-European members of the Indian Civil Service.

(2) Every such officer appointed to the service before the date on which these rules come into force may elect to join the Fund, and shall notify his decision to the Account Officer by letter (the receipt of which shall forthwith be acknowledged in writing by the Account Officer) within nine months after that date, or if he is on leave on that date, within nine months after his return from leave whichever may be later. In default of such notice he shall be deemed to have elected not to join the Fund.

(3) Every such officer appointed to the service after the date on which these rules come into force, but selected for appointment to the service before that date, may elect either to join the Fund or to become a subscriber under the Indian Civil Service (Non-European Members) Family Pension Rules, and shall notify his decision to the Account Officer by letter (the receipt of which shall forthwith be acknowledged in writing by the Account Officer) within six months after the date of appointment to the service. In default of such notice he shall be deemed to have elected to join the Fund.

(4) Every such officer selected for appointment to the service after the date on which these Rules come into force shall join the Fund.

(5) An option once exercised under sub-rule (2) or sub-rule (3) shall be final.

(6) An officer who elects to join the Fund under sub-rule (2) shall join with effect from the date on which notice of his choice is received in the office of the Account Officer.

(7) An officer who is deemed under sub-rule (3) to have elected to join the Fund or who joins the Fund under sub-rule (4) shall join with effect from the date on which he arrives in India to join his first appointment.

(8) An officer who is a subscriber under the Indian Civil Service Family Pension Rules or the Indian Civil Service (Non-European Members) Family Pension Rules shall, if he elects to join the Fund under sub-rule (2), cease to be a subscriber under those Rules.

4. If an officer who is a subscriber under the Indian Civil Service Family Pension Rules or the Indian Civil Service (Non-European Members) Family Pension Rules, elects under rule 3 to join the Fund, his account in the Fund shall, with effect from the date on which he joins, be credited by Government—

(*a*) in the case of an officer appointed to the service on or before the 4th January 1923, with an amount equal to the value, as calculated by an actuary approved by the Secretary of State in Council in this behalf, of the liability of which the Indian Civil Service Family Pension Scheme is relieved by his ceasing to be a subscriber under those Rules;

(*b*) in the case of an officer appointed to the service after the 4th January 1923, with an amount equal to the total amount of the subscriptions paid by him under those Rules, with interest thereon calculated in the manner provided in rule 10 as if they had been paid from time to time to the Fund.

4-A. Any sums due from a subscriber under the Indian Civil Service Family Pension Rules or the Indian Civil Service (Non-European Members) Family Pension Rules at the date of his joining the Fund shall be paid by him to the Fund, and may be so paid by him in such amounts and at such intervals as would have been permissible under the aforesaid rules.

[G.O. No. 900, Public (Special), dated 3rd September 1931.]

Nominations.

5. (1) The Account Officer shall require every subscriber at the time of joining the Fund to make a nomination conferring the right to receive the amount that may stand to his credit in the Fund in the event of his death before quitting the service.

(2) A subscriber who, at the time of joining the Fund, has a family shall send to the Account Officer a nomination in the Form set forth in the First Schedule in favour of one or more members of his family.

(3) A subscriber who has no family shall similarly nominate a person or persons in the Form set forth in the Second Schedule :

Provided that a nomination made under this sub-rule shall be deemed to have been duly made in accordance with these rules only for so long as the subscriber has no family.

(4) If a subscriber at any time acquires a family he shall send to the Account Officer a nomination as provided in sub-rule (2), and, if he has under sub-rule (3) nominated any person other than a member of his family, he shall formally cancel the previous nomination.

(5) A subscriber may in his nomination distribute the amount that may stand to his credit in the Fund amongst his nominees at his own discretion.

(6) A nomination may be cancelled by a subscriber provided that it is replaced at the same time by any other nomination which is permitted to be made under this rule.

(7) On the death of a nominee a subscriber shall make a fresh nomination.

Subscribers' Accounts.

6. An account shall be maintained in the name of each subscriber and shall show the amount standing to his credit in the Fund.

Conditions and Rates of Subscription.

7. Every officer who joins the Fund shall, with effect from the date of joining, pay to the Fund monthly subscriptions, which shall be an amount of whole rupees fixed as follows :—

(i) The amount shall be calculated at 6 per cent of the emoluments due for the preceding month.

(ii) If the amount as calculated contains a fraction of a rupee, it shall be fixed—

(*a*) if the fraction is equal to or exceeds 8 annas, at the next higher amount of whole rupees ;

(*b*) if the fraction is less than 8 annas, at the next lower amount of whole rupees :

Provided that a subscriber may, at his option, cease to subscribe in respect of any period of extraordinary leave or any period during which he is in receipt of subsistence grant.

8. When a subscriber is transferred to foreign service or sent on deputation out of India, he shall be subject to the rules of the Fund in the same manner as if he were not so transferred or deputed. He shall, before proceeding to join his new duty, intimate to the Account Officer the amount of his emoluments while on such foreign service or deputation, and the amount of the monthly subscription shall be based on these emoluments. When the amount of his emoluments is changed during the foreign service or deputation, the subscriber shall intimate the fact to the Account Officer.

Realization of Subscriptions.

9. (1) When emoluments are drawn from a Government treasury in India, or from the Home or a Colonial treasury, subscriptions on account of these emoluments shall be recovered from the emoluments themselves :

Provided that deductions in respect of sterling overseas pay, when admissible, shall be made in India.

(2) When emoluments are drawn from any other source, subscriptions shall be paid by remittance in cash to the Account Officer.

Interest.

10. Interest at the rate for the time being allowed on subscriptions to the General Provident Fund shall be credited by Government, as from the 31st March of each year, to the account of each subscriber to the Fund, subject to the following conditions :—

(i) Interest for 12 months shall be credited on the amount standing to the credit of the subscriber on the 31st March of the preceding year, less any sums withdrawn under clause (*b*) of rule 12 during the year ending on the date of credit.

(ii) Interest shall be credited for each month of the year upon the sum by which the minimum amount standing to the credit of the subscriber, between the close of the fourth day and the end of the month, exceeded the amount on which interest is credited under condition (i). For the purpose of this rule, a subscription paid by deduction from emoluments shall be deemed to have been paid to the Fund on the first day of the month in which payment is actually made.

(iii) The total amount of interest credited to a subscriber's account as from 31st March in any year shall be rounded off to the nearest rupee in the manner provided in rule 7.

(iv) Before the amount standing to a subscriber's credit in the Fund is paid under rule 23, interest up to the end of the month preceding that in which the payment is made, or up to the end of the sixth month after the end of the month in which the subscriber quitted the service or died, whichever of these periods be less, shall be added thereto.

(v) The rate of interest shall be liable to revision on the 1st April of each year without notice.

(vi) Interest shall not be credited to the account of a Muhammadan subscriber if he informs the Account Officer that he does not wish to receive it ; but if he subsequently asks for interest, it shall be credited with effect from the 1st April of the year in which he asks for it.

Contribution by Government.

11. (1) The account of each subscriber who either joined the Indian Civil Service after 4th January 1923 and has elected to join the Fund under the option allowed by rule 3, or has joined the Indian Civil Service after the institution of the Fund, shall, subject

to the provisions of clause (2) of this rule, be credited on retirement or previous death with the sum of Rs. 6,000, as a contribution by Government. The accounts of other subscribers shall similarly be credited with the amounts specified in the Third Schedule.

(2) The contribution by Government shall not be paid to any subscriber who is dismissed or removed from service or who resigns without being entitled to a gratuity or pension. In the event of a subscriber retiring on proportionate pension, the amount of the Government contribution payable in each case shall be determined by the Secretary of State in Council.

Payments towards Insurance Policies and Family Pension Funds.

12. Subject to the conditions hereinafter contained in rules 13 to 19—

(*a*) (i) subscriptions to a family pension fund approved in this behalf by the Governor-General in Council;
(ii) payments towards an insurance policy, may, at the option of a subscriber, be substituted for whole or part of subscriptions to the Fund;

(*b*) any amount standing to the credit of a subscriber in the Fund may be withdrawn to meet—
(i) payments towards an insurance policy;
(ii) purchase of a single payment insurance policy;
(iii) payment of single premia or subscriptions to a family pension fund approved in this behalf by the Governor-General in Council:

Provided that no amount shall be withdrawn to meet any payment or purchase made or effected more than 12 months before the withdrawal.

13. (1) If the total amount of any subscriptions or payments substituted under clause (*a*) of rule 12 is less than the amount of subscription payable to the Fund under rule 7, the difference shall be rounded off to the nearest rupee in the manner provided in that rule and paid by the subscriber as a subscription to the Fund.

(2) If the subscriber withdraws any amount standing to his credit in the Fund for any of the purposes specified in clause (*b*) of rule 12, he shall, subject to his option under clause (*a*) of that rule, continue to pay to the Fund the subscriptions payable under rule 7.

14. (1) A subscriber who desires to substitute a subscription or payment under clause (*a*) of rule 12 may reduce his subscription to the Fund accordingly:

Provided that the subscriber shall—

(*a*) intimate to the Account Officer on his pay bill or by letter the fact of, and reason for, the reduction;

(*b*) send to the Account Officer, within such period as the Account Officer may require, receipts or certified copies of receipts in order to satisfy the Account Officer that the amount by which the subscription has been reduced was duly applied for the purposes specified in clause (*a*) of rule 12.

(2) A subscriber who desires to withdraw any amount under clause (*b*) of rule 12 shall—

(*a*) intimate the reason for the withdrawal to the Account Officer by letter ;

(*b*) make arrangements with the Account Officer for the withdrawal ;

(*c*) send to the Account Officer, within such period as the Account Officer may require, receipts or certified copies of receipts in order to satisfy the Account Officer that the amount withdrawn was duly applied for the purposes specified in clause (*b*) of rule 12.

(3) The Account Officer shall order the recovery of any amount by which subscriptions have been reduced, or any amount withdrawn, in respect of which he has not been satisfied in the manner required by clause (*b*) of sub-rule (1) and clause (*c*) of sub-rule (2), with interest thereon at the rate provided in rule 10, from the emoluments of the subscriber and place it to the credit of the subscriber in the Fund.

15. (1) Government will not make any payments on behalf of subscribers to insurance companies, nor take steps to keep a policy alive.

(2) It is immaterial what form the policy takes, provided that it shall be on the life of the subscriber himself and shall (unless it is a policy expressed on the face of it to be for the benefit of his wife, or of his wife and children, or any of them) be such as may be legally assigned by the subscriber himself to the Governor-General in Council or the Governor of the Province under whose administrative control he is serving.

(3) The policy may not be effected for the benefit of any beneficiary other than the wife of the subscriber or his wife and children or any of them.

16. (1) The policy, within three months, or, in the case of an insurance company whose headquarters are outside India, within such further period as the Account Officer, if he is satisfied by the production of the completion certificate (interim receipt), may fix, after the first withholding of a subscription or withdrawal from the Fund in respect of the policy, shall—

(*a*) unless it is a policy expressed on the face of it to be for the benefit of the wife of the subscriber, or of his wife and children, or any of them, be assigned, by an endorsement on the policy in the Form set forth in the Fourth Schedule, to the Governor-General in Council or the Governor of the Province under whose administrative control he is serving, as security for the payment of any sum which may become payable to the Fund by the subscriber under rules 17 to 19, and delivered to the Account Officer ;

(*b*) if it is a policy expressed on the face of it to be for the benefit of the wife of the subscriber, or of his wife and children, or any of them, be delivered to the Account Officer.

(2) The Account Officer shall satisfy himself by reference to the insurance company, where possible, that no prior assignment of the policy exists.

(3) If the policy is not assigned and delivered within the said period of three months of such further period as the Account Officer may, under sub-rule (1), have fixed, any amount withheld or withdrawn from the Fund in respect of the policy shall, with interest thereon at the rate provided in rule 10, forthwith be paid or repaid, as the case may be, by the subscriber to the Fund, or, in default, be ordered by the Account Officer to be recovered by deduction from the emoluments of the subscriber, by instalments or otherwise, as the Local Government may direct.

(4) Notice of assignment of the policy shall be given by the subscriber to the insurance company, and the acknowledgment of the notice by the insurance company shall be sent to the Account Officer within three months of the date of assignment.

NOTE.—(1) Subscribers are advised to send notice of the assignment to the insurance company in duplicate, accompanied, in cases in which the notice has to be sent to a company in Great Britain or Ireland, by a remittance of five shillings, which is the fee for the acknowledgment authorized by the Policies of Assurance Act, 1867. The policy itself, bearing the assignment endorsed thereon need not be sent to the company, as insurance companies do not ordinarily require the production of the original instruments affecting a policy-holder's title until the policy becomes a claim.

(2) Subscribers who proceed to Great Britain or Ireland on quitting the service are advised that under the English Stamp Law assignments or reassignments are required to be stamped within 31 days of their first arrival in those countries. Otherwise penalty will be incurred under the Stamp Act, and difficulties may arise when the policy matures for payment.

17. (1) Save as provided by sub-rule (1) of rule 19, when the subscriber—

(*a*) quits the service, or

(*b*) has proceeded on leave preparatory to retirement and applies to the Account Officer for reassignment or return of the policy, or

(*c*) while on leave, has been permitted to retire or declared by a Medical Board to be unfit for further service and applies to the Account Officer for reassignment or return of the policy, or

(*d*) pays or repays to the Fund the whole of any amount withheld or withdrawn from the Fund for any of the purposes mentioned in sub-clause (ii) of clause (*a*) of rule 12 and sub-clauses (i) and (ii) of clause (*b*) of rule 12, with interest thereon at the rate provided in rule 10,

the Account Officer shall—

(i) if the policy has been assigned to the Governor-General in Council or the Governor under rule 16, reassign the policy in the first Form set forth in the Fifth Schedule to the subscriber, and make it over to the subscriber;

(ii) if the policy has been delivered to him under clause (*b*) of sub-rule (1) of rule 16, make over the policy to the subscriber:

Provided that, if the subscriber, after proceeding on leave preparatory to retirement, or after being, while on leave, permitted to retire or declared by a Medical Board to be unfit for further service, returns to duty, any policy so reassigned or made over

shall, if it has not matured or been assigned or charged or encumbered in any way, be again assigned to the Governor-General in Council or the Governor as the case may be and delivered to the Account Officer, or again be delivered to the Account Officer, as the case may be, in the manner provided in rule 16, and thereupon the provisions of these rules shall, so far as may be, again apply in respect of the policy :

Provided further that, if the policy has matured or been assigned or charged or encumbered in any way, the provisions of sub-rule (3) of rule 16 applicable to a failure to assign and deliver a policy shall apply.

(2) Save as provided by sub-rule (2) of rule 19, when the subscriber dies before quitting the service, the Account Officer shall—

(i) if the policy has been assigned to the Governor-General in Council or the Governor under rule 16, assign the policy in the second Form set forth in the Fifth Schedule to such person as may be legally entitled to receive it, and shall make over the policy to such person ;

(ii) if the policy has been delivered to him under clause (*b*) of sub-rule (1) of rule 16, make over the policy to the beneficiary, if any, or if there is no beneficiary, to such person as may be legally entitled to receive it.

18. (1) Save as provided by sub-rule (1) of rule 19, if a policy assigned to the Governor-General in Council or the Governor under rule 16 matures before the subscriber quits the service and before his death, the Account Officer shall realize the amount assured, and shall deduct therefrom the whole of any amount withheld or withdrawn from the Fund in respect of the policy, with interest thereon at the rate provided in rule 10, and shall place the amount so deducted to the credit of the subscriber in the Fund. The balance, if any, shall at the option of the subscriber, be paid to the subscriber or placed to the credit of the subscriber in the Fund.

(2) Save as provided by sub-rule (2) of rule 19, if a policy, delivered to the Account Officer under clause (*b*) of sub-rule (1) of rule 16 matures before the subscriber quits the service and before his death, the Account Officer shall make over the policy to the subscriber, who shall pay or repay to the Fund the whole of any amount withheld or withdrawn from the Fund in respect of the policy, with interest thereon at the rate provided in rule 10, and in default, the provisions of sub-rule (3) of rule 16 applicable to a failure to assign and deliver a policy shall apply.

[G.O. No. 1140, Public (Special), dated 3rd November 1932.]

19. (1) If the interest of the subscriber in the family pension fund ceases, in whole or part, from any cause whatsoever, the provident fund account of the subscriber shall forthwith be reimbursed by the amount of the refund, if any, secured by the subscriber from the family pension fund.

(2) If the policy lapses or becomes assigned otherwise than to the Governor-General in Council or the Governor, under rule 16, charged or encumbered, the provisions of sub-rule (3) of rule 16 applicable to a failure to assign and deliver a policy shall apply.

(3) If the Account Officer receives notice of—

(*a*) an assignment (otherwise than an assignment to the Governor-General in Council or the Governor under rule 16) of, or

(*b*) a charge or encumbrance on, or

(*c*) an order of a Court restraining dealings with the policy or any amount realized thereon, the Account Officer shall not—

(i) assign or re-assign or make over the policy as provided in rule 17, or

(ii) realize the amount assured by the policy, or dispose of any part of any amount so realized, or make over the policy, as provided in rule 18, and shall forthwith refer the matter to the Governor-General in Council.

Circumstances in which Accumulations are Payable.

20. (1) When a subscriber quits the service, the amount standing to his credit in the Fund shall become payable to him.

(2) A subscriber who has been removed from the service and has been paid an amount standing to his credit shall, if he is subsequently reinstated in the service, repay that amount, with interest thereon at the rate provided in rule 10, in the manner provided in the proviso to rule 21, and the amount so repaid shall be credited to his account in the Fund.

21. When a subscriber—

(*a*) has proceeded on leave preparatory to retirement, or in the case of an officer of vacation department has been allowed to combine vacation with such leave, or

(*b*) while on leave, has been permitted to retire or been declared by a Medical Board to be unfit for further service,

the amount standing to his credit in the Fund shall, upon application made by him in that behalf to the Account Officer, become payable to the subscriber :

Provided that the subscriber, if he returns to duty, shall, if required to do so by the Local Government, repay to the Fund, for credit to his account, the whole or part of any amount paid to him from the Fund in pursuance of this rule, with interest thereon at the rate provided in rule 10, in cash or securities, or partly in cash and partly in securities, by instalments or otherwise, by recovery from his emoluments or otherwise, as the Local Government may direct.

22. On the death of a subscriber before quitting the service—

(i) When the subscriber leaves a family—

(*a*) if a nomination made by the subscriber in accordance with the provisions of rule 5 in favour of a member or members of his family subsists, the amount standing to his credit in the Fund or the part thereof to which the nomination relates shall become payable to his

nominee or nominees in the proportion specified in the nomination ;

(*b*) if no such nomination in favour of a member or members of the family of the subscriber subsists, or if such nomination relates only to a part of the amount standing to his credit in the Fund, the whole amount or the part thereof to which the nomination does not relate, as the case may be, shall, notwithstanding any nomination purporting to be in favour of any person or persons other than a member or members of his family, become payable to the members of his family in equal shares :

Provided that no share shall be payable to—

(1) sons who have attained legal majority ;

(2) sons of a deceased son who have attained legal majority ;

(3) married daughters whose husbands are alive ;

(4) married daughters of a deceased son whose husbands are alive,

if there is any member of the family other than those specified in clauses (1), (2), (3) and (4) :

Provided also that the widow or widows and the child or children of a deceased son shall receive between them in equal parts only the share which that son would have received if he had survived the subscriber.

NOTE.—Any sum payable under these rules to a member of the family of a subscriber vests in such member under sub-section (2) of section 3 of the Provident Funds Act, 1925.

(ii) When the subscriber leaves no family, if a nomination made by him in accordance with the provisions of rule 5 in favour of any person or persons subsists, the amount standing to his credit in the Fund or the part thereof to which the nomination relates, shall become payable to his nominee or nominees in the proportion specified in the nomination.

NOTE.—(1) When a nominee is a dependant of the subscriber as defined in clause (*c*) of section 2 of the Provident Funds Act, 1925, the amount vests in such nominee under sub-section (2) of section 3 of that Act.

(2) When the subscriber leaves no family and no nomination made by him in accordance with the provisions of rule 5 subsists, or if such nomination relates only to part of the amount standing to his credit in the Fund, the relevant provisions of clause (*b*) and of sub-clause (ii) of clause (*c*) of sub-section (1) of section 4 of the Provident Funds Act, 1925, are applicable to the whole amount or the part thereof to which the nomination does not relate.

Payments.

23. (1) When the amount standing to the credit of a subscriber in the Fund becomes payable , it shall be the duty of the Account Officer to make payment as provided in section 4 of the Provident Funds Act, 1925.

(2) If the person to whom, under these rules, any amount or policy is to be paid, assigned, reassigned or delivered is a lunatic for whose estate a manager has been appointed in this behalf

under the Indian Lunacy Act, 1912, the payment or reassignment or delivery will be made to such manager, and not to the lunatic.

(3) Any person who desires to claim payment under this rule should send a written application in that behalf to the Account Officer.

Procedure.

24. All sums paid into the Fund under these rules shall be credited in the books of the Government of India to an account named "The Indian Civil Service (Non-European Members) Provident Fund Account." Sums of which payment has not been taken within six months after they become payable under these rules shall be transferred to "Deposits" at the end of the year and treated under the ordinary rules relating to deposits.

25. When paying a subscription in India either by deduction from emoluments or in cash, a subscriber shall quote the number of his account in the Fund, which shall be communicated to him by the Account Officer. Any change in the number shall similarly be communicated to the subscriber by the Account Officer.

26. (1) As soon as possible after the close of each year, the Account Officer shall send to each subscriber a statement of his account in the Fund, showing the opening balance as on the 1st April of the year, the total amount credited or debited during the year, the total amount of interest credited as on the 31st March of the year, and the closing balance on that date. The Account Officer shall attach to the statement of account an inquiry whether the subscriber—

(*a*) desires to make any alteration in any nomination made under rule 5;

(*b*) has acquired a family [in cases where the subscriber has made no nomination in favour of a member of his family under sub-rule (2) of rule 5].

(2) Subscribers should satisfy themselves as to the correctness of the annual statement, and errors should be brought to the notice of the Account Officer within six months from the date of receipt of the statement.

(3) The Account Officer shall, if required by a subscriber, once, but not more than once, in a year, inform the subscriber of the total amount standing to his credit in the Fund at the end of the last month for which his account has been written up.

FIRST SCHEDULE [Rule 5 (2)].

Form of Nomination when Subscriber has a Family.

I hereby direct that the amount at my credit in the Indian Civil Service (Non-European Members) Provident Fund at the

time of my death shall be distributed among the members of my family mentioned below in the manner shown against their names:—

Name and address of the nominee or nominees. (1)	Relationship with the subscriber. (2)	Age of the nominee. (3)	Amount or share of accumulations. (4)

Two witnesses to signature.

STATION,

Date, Signature of Subscriber.

NOTE.—Column (4) shall be filled in so as to cover the whole amount at credit.

SECOND SCHEDULE [Rule 5 (3)].

Form of Nomination when Subscriber has no Family.

I hereby declare that I have no family and direct that the amount at my credit in the Indian Civil Service (Non-European Members) Provident Fund at the time of my death shall, in the event of my having no family, be distributed among the persons mentioned below in the manner shown against their names :—

Name and address of the nominee or nominees. (1)	Relationship, if any, with the subscriber. (2)	Age of the nominee. (3)	Amount or share of accumulations. (4)

Two witnesses to signature.

STATION,

Date, Signature of Subscriber.

NOTE.—Column (4) shall be filled in so as to cover the whole amount at credit.

THIRD SCHEDULE [Rule 11 (1)].

Contribution to be credited by Government to the account of non-European members of the Indian Civil Service appointed to the Service on or before the 4th January 1923, who elect to join the Fund, according to the age of the subscriber at the date of joining the Fund.

Age of subscriber.	Contribution.
	RS.
Not exceeding 24	6,000
Exceeding 24 but not exceeding 25	5,933
" 25 " 26	5,680
" 26 " 27	5,427
" 27 " 28	5,173
" 28 " 29	4,920
" 29 " 30	4,667
" 30 " 31	4,413
" 31 " 32	4,160
" 32 " 33	3,907
" 33 " 34	3,667
" 34 " 35	3,427
" 35 " 36	3,187
" 36 " 37	2,960
" 37 " 38	2,733
" 38 " 39	2,507
" 39 " 40	2,280
" 40 " 41	2,067
" 41 " 42	1,853
" 42 " 43	1,640
" 43 " 44	1,440
" 44 " 45	1,240
" 45 " 46	1,053
" 46 " 47	867
" 47 " 48	693
" 48 " 49	547
" 49 " 50	440
" 50 " 51	373
" 51 " 52	320
" 52 " 53	280
" 53 " 54	240
" 54 " 55	213

FOURTH SCHEDULE [Rule 16].

Form of Assignment.

"I, A.B., of hereby assign unto the Governor-General in Council / Governor of ——— the within policy of assurance as security for payment of all sums which under rules 17 to 19 of the Rules of the Indian

Civil Service (Non-European Members) Provident Fund, I may hereafter become liable to pay to the Fund.

"I hereby certify that no prior assignment of the within policy exists."

FIFTH SCHEDULE [Rule 17].

Forms of Re-assignment and Assignment by the $\frac{\text{Governor-General in Council}}{\text{Governor of}}$

(1)

All sums which have become payable by the abovenamed A.B. under rules 17 to 19 of the Rules of the Indian Civil Service (Non-European Members) Provident Fund having been paid and all liability for payment by him of any such sums in the future having ceased the $\frac{\text{Governor-General in Council}}{\text{Governor of}}$ doth hereby re-assign the within policy of assurance to the said A.B.

Date 19

(2)

The above named A.B. having died on the day 19 $\frac{\text{the Governor-General in Council}}{\text{the Governor of}}$ doth hereby assign the within policy of assurance to C.D.

Date 19

III

SUPERIOR CIVIL SERVICES (INDIA PROVIDENT FUND) (STERLING ACCOUNTS) RULES, 1934.

Notification of the Government of India, Finance Department, No. F-22-II-R.II/34, dated New Delhi, the 11th April 1934.

The following Resolution by the Secretary of State for India in Council is published for general information.

In exercise of the powers conferred by sub-section (2) of section 96-B of the Government of India Act, the Secretary of State, with the concurrence of the majority of votes at a meeting of the Council of India held this 20th day of March 1934, hereby makes the following rules, namely :—

1. (1) These rules may be called the Superior Civil Services (India Provident Fund) (Sterling Accounts) Rules, 1934.

(2) They shall come into force on the 1st April 1934.

2. These rules shall apply in respect of the account in a Provident Fund specified in the Schedule to these rules of any Government servant, who—

(1) is entitled under rule 3 to elect and has elected in accordance with rule 4 to be governed by these rules, or

(2) is declared by the Governor-General in Council under rule 5 to be governed by these rules.

3. The following Government servants shall be entitled to elect to be governed by these rules—

(*a*) any Government servant in service on the date on which these rules come into force who is, or has at any time been, eligible to draw overseas pay, and either was on that date a subscriber to a Provident Fund specified in the Schedule or subsequently becomes a compulsory subscriber to such Provident Fund;

(*b*) any Government servant appointed after the date on which these rules come into force who is of non-Asiatic domicile on the date of his appointment and is recruited outside India, and is from the date of his appointment or subsequently becomes a compulsory subscriber to a Provident Fund specified in the Schedule.

4. (1) A Government servant entitled to elect under clause (*a*) of rule 3 who, on the date on which these rules come into force, is a subscriber to a Provident Fund specified in the Schedule shall notify his decision within twelve months after that date, or, if he is on leave on that date, within twelve months after his return from leave.

(2) A Government servant entitled to elect under clause (*a*) of rule 3, who is not a subscriber to a Provident Fund specified in the Schedule on the date on which these Rules come into force, but subsequently becomes a compulsory subscriber to such fund, shall notify his decision on or as soon as may be after becoming such subscriber.

(3) A Government servant entitled to elect under clause (*b*) of rule 3 shall notify his decision on or as soon as may be after joining his first appointment, or becoming a compulsory subscriber to a Provident Fund specified in the Schedule as the case may be.

(4) Any decision notified under this rule shall be notified to the Account Officer by a letter, the receipt of which shall forthwith be acknowledged in writing by the Account Officer.

(5) If an officer omits to notify his decision in a case to which sub-rule (1) applies within the period specified therein, in a case to which sub-rule (2) applies within thirty days of becoming a compulsory subscriber and in a case to which sub-rule (3) applies within thirty days of joining his first appointment, or becoming a compulsory subscriber as the case may be, he shall be deemed to have elected not to be governed by these rules.

(6) Any election made or deemed to have been made under this rule shall be final.

5. The Governor-General in Council may at his discretion, on application made in this behalf, declare that a Government servant in service on the date on which these rules come into force, not being entitled to elect under rule 3, who—

(*a*) was of non-Asiatic domicile on the date of his appointment to the service, or,

(*b*) prior to the coming into force of these rules, was entitled to elect and did elect to have his Provident Fund account kept on a sterling basis, and did not subsequently elect to have his Provident Fund kept on a rupee basis,

shall be governed by these rules :

Provided that, in a case to which clause (*b*) applies, the Governor-General in Council may annex to the declaration such conditions, if any, as he may see fit to impose.

6. The date with effect from which these rules shall apply in respect of any Government servant governed thereby shall be—

(*a*) in the case of a Government servant in service and subscribing to a Provident Fund specified in the Schedule on the date on which these Rules come into force,—that date ;

(*b*) in the case of a Government servant in service but not subscribing to such a Provident Fund on the date on which these Rules come into force but who subsequently enters a service in which subscription to such a Provident Fund is compulsory—the date on which he becomes a subscriber to such Provident Fund ;

(*c*) in the case of a Government servant declared under rule 5 to be governed by these rules—the date on which these rules come into force ;

(*d*) in the case of a Government servant entering service after the date on which these rules come into force—the date on which he joins his first appointment, or the date on which he becomes a compulsory subscriber.

7. The Account Officer shall open a sterling account in the name of every Government servant governed by these rules with effect from the appropriate date as specified in rule 6. Such sterling account shall be maintained in addition to the rupee account required to be maintained under the rules of the Fund to which the Government servant subscribes.

8. (1) Where a Government servant governed by these rules was a subscriber before the date on which these rules come into force the amount standing to his credit on that date, including subscriptions, contributions, if any, and interest for the year 1933–34, shall be converted into sterling at the rate of 1*s.* 6*d.* to the rupee

and credited to his sterling account, and no subsequent rise or fall in the exchange value of the rupee shall affect the amount so credited to his sterling account.

(2) The amount of any temporary advances from the sum standing to the credit of such Government servant which are outstanding on the date on which these rules come into force shall be converted into sterling at the rate of 1*s*. 6*d*. to the rupee and all sums credited as repayments of such advances (including interest) at whatever time repayment is made shall be converted into sterling at that rate.

9. (1) The subscriptions of and contributions, if any, on behalf of any Government servant governed by these rules, whether or not he was a subscriber before the date on which these rules come into force, shall in respect of the period subsequent to that date be converted into sterling at the current rate of exchange calculated to the nearest half-penny and credited to his sterling account:

Provided that, if subscriptions are recovered in sterling from emoluments drawn in sterling the amount credited in the subscriber's sterling account shall be the sterling amount actually realized.

(2) Interest on balances in sterling accounts shall be calculated in sterling at the rate for the time being prescribed by the Governor-General in Council in respect of deposits in the General Provident Fund.

10. The amount of any advance from the sum standing to the credit of a Government servant governed by these rules shall be expressed in sterling, and the amount of any such advance shall be paid in sterling, or, if the Government servant desires to be paid in rupees, at the rupee equivalent of the sterling amount converted at the current rate of exchange calculated to the nearest half-penny. If instalments towards the repayment of such advance and the interest thereon are paid in rupees, each instalment shall consist of the number of rupees which converted at the current rate of exchange calculated to the nearest half-penny shall be equal to the sterling amount payable on account of such instalment. If such instalments are paid in sterling, the amount credited in the subscriber's sterling account shall be the sterling amount actually paid.

10-A. (1) The amount of any substitution or withdrawal from the sum standing to the credit of a Government servant governed by these rules for the purpose of effecting a policy of life assurance shall be expressed in sterling, and the amount of any such withdrawal shall be paid in sterling, or, if the Government servant desires to be paid in rupees, at the rupee equivalent of the sterling amount converted at the current rate of exchange calculated to the nearest half-penny.

(2) (i) If the amount withheld or withdrawn on such a policy has under the rules of the Fund to be paid or repaid to the Fund, the subscriber shall proceed as follows :—

When the policy is a rupee or a sterling policy and the subscriber has to repay the sums withheld or withdrawn himself, he shall

(*a*) if he pays in sterling, pay the amount withheld or withdrawn in sterling, as expressed when the withdrawal was effected, with interest thereon ;

(*b*) if he pays in rupees, pay the number of rupees which, converted at the current rate of exchange calculated to the nearest half-penny, is equal to the amount withheld or withdrawn in sterling, as expressed when the withdrawal was effected, with interest thereon.

For the purposes of this sub-rule a subscriber who withheld or withdrew an amount expressed in rupees before the 1st April 1934 shall be assumed to have withheld or withdrawn a sterling amount equivalent to the rupee amount withdrawn converted at the rate of 1*s*. 6*d*.

(ii) (*a*) If the Account Officer receives the amount due on a policy in rupees, he will credit the rupee account of the subscriber with the amount of rupees actually received and the sterling account with the sterling equivalent of the amount of rupees actually received converted at the current rate of exchange calculated to the nearest half-penny.

(*b*) If the Account Officer receives payment in sterling for the amount, he will credit the subscriber's sterling account with the amount of that payment and the subscriber's rupee account with the actual rupee proceeds thereof.

11. (1) When under the rules of the Provident Fund the sum standing to the credit of a subscriber who is governed by these rules becomes payable by reason of the happening of some contingency other than his death in service, the Account Officer, subject to any deductions authorized by the rules of the fund, shall pay him—

(i) in sterling the amount standing at credit in his sterling account if he has satisfied Government of his intention to reside after retirement in a country where the rupee is not legal tender, or

(ii) in rupees in India the amount standing at credit in his rupee account if he has failed to satisfy Government of his intention to reside after retirement in a country where the rupee is not legal tender.

(2) When under the rules of a Provident Fund the sum standing at the credit of a subscriber who is governed

by these rules becomes payable by reason of his death in service the Account Officer, subject to any deductions authorized by the Rules of the Fund, shall pay to the person or persons entitled to receive the money, at his or their option (*a*) in sterling the amount standing at credit in the subscriber's sterling account, or (*b*) in rupees in India the equivalent at the current rate of exchange calculated to the nearest half-penny of the amount standing at credit in the subscriber's sterling account.

12. For the purpose of these rules the current rate of exchange shall mean the telegraphic rate of exchange from Calcutta on London on the twentieth day of the month preceding that in which the transaction takes place.

13. The domicile of a Government servant for the purpose of these rules shall be determined in accordance with the provisions of Appendix B to Schedule IV of the Superior Civil Services Rules except that ~~proviso (b) to rule 10 of the rules in that Appendix shall be disregarded~~.

Substituted V list 12.2.43

14. (1) Where under these rules any payment is to be made to the subscriber in sterling—

(*a*) the subscriber, prior to the date on which payment is to be made, shall send written instructions to the Account Officer intimating the place at which payment is to be made, such place being in a country where the rupee is not legal tender;

(*b*) the Account Officer, on receipt of the written instructions referred to in the preceding clause, shall remit the amount through a bank for payment at the place at which payment is required.

(2) When under these rules any payment is to be made in sterling on the death of the subscriber in service to the person or persons entitled to receive the money, the Account Officer shall remit the amount through a bank for payment at the place in which payment is required by such person or persons, such place being in a country where the rupee is not legal tender.

15. In all transactions under these rules involving conversion of rupee amounts into sterling, and for the purpose of the calculation of interest, fractions of less than a half-penny shall be omitted and a half-penny or more treated as a penny.

16. These rules shall be deemed to be incorporated in, and shall have effect notwithstanding anything otherwise contained in, the rules of the Provident Funds specified in the Schedule, but these rules shall not affect the operation of the rules of the Provident Funds so specified in any respect in which the operation of such rules is not inconsistent with these rules.

Page 130.—In rule 13 of the Superior Civil Services (India Provident Fund) (Sterling Accounts) Rules, 1934, *for* the words "proviso (*b*) to rule 10 of the rules in that Appendix shall be disregarded", the following shall be substituted, namely :—

"in paragraph 10 of the said provisions, the word 'or' at the end of clause (*a*), clause (*b*) and the words 'in the case of a person to whom clause (*a*) applies and clause (*b*) does not apply' shall be disregarded."

[G.O. Ms. No. 455, Public (Special), dated 9th February 1943.]

[V list, 12-2-43]

SCHEDULE (Rules 2, 4, 6 and 16.)

The Indian Civil Service Provident Fund.

The Indian Civil Service (Non-European Members) Provident Fund.

The General Provident Fund.

The Civil Engineers' Provident Fund.

The Provident Funds of the Finance, Police, Geological Survey, Opium, Northern India Salt Revenue, Forest and Civil Veterinary Departments.

[G.Os. No. 691, Public (Special), dated 6th July 1934; No. 181, Finance, dated 20th March 1935.]

IV

THE INDIAN CIVIL SERVICE FAMILY PENSION FUND (UNTRANSFERRED SECTION) RULES, 1939.

Notification of the Government of India, Finance Department, No. F.-27(6)-R. II/39, dated 30th November 1939.

The following rules made by the Secretary of State are published for general information.—

I, Lawrence John Lumley, Marquess of Zetland, one of His Majesty's Principal Secretaries of State, in virtue of the powers conferred by section 273 of the Government of India Act, 1935, hereby make, with the concurrence of my Advisers, the following Rules, namely :—

1. (1) These Rules may be cited as "The Indian Civil Service Family Pension Fund (Untransferred Section) Rules, 1939."

   (2) They apply to every person who was, on 31st March 1937, a subscriber or a beneficiary under the Indian Civil Service Family Pension Rules then in force and whose interest in the Indian Civil Service Family Pension Fund has, in pursuance of the provisions of sub-section (3) of section two hundred and seventy-three of the Government of India Act, 1935, and of paragraphs nineteen and twenty-two of the Government of India (Family Pension Funds) Order, 1936, not been vested in Commissioners.

2. All sums contributed or paid as hereinafter prescribed shall be credited to an account entitled the "Indian Civil Service Family Pension Fund (Untransferred Section)" to which shall likewise be debited the pensions or other benefits payable under these rules. At the close of each half-year the Fund shall be credited with interest on the balance outstanding at the commencement of the half-year at such rate or rates as may be fixed from time to time by the Secretary of State.

The balance standing from time to time at the credit of the Fund shall be a sterling liability of the Central Government.

3. (1) Every officer to whom these rules apply (herinafter referred to as a subscriber) shall make the contributions and payments* hereinafter prescribed.

(2) There shall be paid from the Revenues of the Central Government to every beneficiary, and to the dependants of every subscriber, to whom these rules apply, at the rates and under the conditions hereinafter prescribed,

(*a*) pensions or other benefits to be met from the Pension Fund ;

(*b*) pensions or other benefits to be met from public funds.

Provided that the pensions payable under clause (*b*) of this sub-rule to the dependants of any subscriber who on the 31st March 1937, was included in the Burma cadre of his service and after that date became a member of a Burma Service shall, if the Secretary of State for Burma makes provision to that end, be payable from the Revenues of Burma and not from the Revenues of the Central Government.

4. The provisions of the Indian Civil Service Family Pension Fund Rules shall apply in relation to the persons to whom these rules apply as they apply in relation to any person to whom those rules apply, subject, however, to the following exceptions and modifications :—

(i) Rules 2, 3, 4, 26A and 26B, and the provision in rule 5 relating to the reduction of pensions in consequence of the transfer of the fund to Commissioners, shall be omitted.

(ii) In rule 19 (2) for the words "by Government as provided in clause (*b*) of sub-rule 2 (2) of these rules" there shall be substituted the words "from public funds".

(iii) In rule 25 (2) the reference to the Indian Civil Service Family Pension Fund shall be construed as a reference to the Indian Civil Service Family Pension Fund (Untransferred Section).

(iv) For the Seventh Schedule the Schedule appended to these rules shall be substituted.

(v) The Eighth and Ninth Schedules shall be omitted.

5. The Indian Civil Service Family Pension Fund (Untransferred Section) Provisional Rules are hereby repealed.

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* These contributions and payments are fixed in sterling, and when recovered or paid in India or Burma are convertible into rupees at the current rate of exchange.

Page 132, *Appendix IX*-iv.—in rule 4 of the Indian Civil Service Family Pension Fund (Untransferred Section) Rules, 1939, the existing rule shall be numbered (1) and the following shall be added as sub-rule (2), viz. :—

(2) In this rule reference to the Indian Civil Service Family Pension Fund Rules shall be construed as a reference to the rules as amended from time to time.

[G.O. Ms. No. 255, Public (Special), dated 22nd January 1942.]

[I list, 24-1-42]

SCHEDULE.

Annual pension payable to a widow during widowhood.

—	Class of Husband at death. I.	II.	III.	IV.	V.
	£	£	£	£	£
Met from the pension fund ..	450	390	330	265	225
Met from public funds	..	60	120	110	150
	450	450	450	375	375

Of the portion of the above pensions met from the contributions of subscribers, the undermentioned amounts are granted temporarily, and a widow's pension in course of issue is therefore liable to reduction not exceeding these amounts :—

Classes I, II and III, £20.

Classes IV and V, £16, 13s. 4d.

Annual pension payable to a fatherless child whose mother is living.

—	From birth till age of 6 years.			From age of 6 till age of 12 years.			From age of 12 years.		
	£	s.	d.	£	s.	d.	£	s.	d.
Met from the pension fund ..	31	5	0	62	10	0	125	0	0
Met from public funds	6	5	0	12	10	0	25	0	0
	37	10	0	75	0	0	150	0	0

Of the portions of the above pensions met from the contributions of subscribers in each period amounts of £1 13s. 4d., £3 6s. 8d. and £6 13s. 4d. respectively are granted temporarily, and an orphan's pension in course of issue is therefore liable to reduction not exceeding this amount.

Pensions payable to sons over the age of 24 under the proviso to Rule 19 (1) will be met wholly from the pension fund.

The annual pension payable to an orphan of whatever age who has lost both parents is £150 (of which £6 13s. 4d. is granted temporarily) met as follows :—

—	From Birth till age of 6 years.			From age of 6 till age of 12 years.			From age of 12 years.		
	£	s.	d.	£	s.	d.	£	s.	d.
Met from the pension fund ..	68	15	0	87	10	0	125	0	0
Met from public funds	81	5	0	62	10	0	25	0	0
	150	0	0	150	0	0	150	0	0

An orphan who is in receipt of pension at a rate lower than £150 on the date of the mother's death shall be entitled to the enhanced pension with effect from the following day.

Given under my hand this eleventh day of September, 1939.

ZETLAND,

One of His Majesty's Principal Secretaries of State.

[G.O. No. 184, Public (Special), dated 23rd January 1940.]

APPENDIX X.

I

Notification of the Government of India, Finance Department, No. F. 27 (2)-R. II/38, dated 24th March 1938.

No. F. 27 (2)-R. II/38.—The following rules are published for general information :—

In exercise of the powers conferred by clause (*a*) of sub-section (1) of section 247 of the Government of India Act, 1935, the Secretary of State hereby makes the following rules, namely :—

THE INDIAN CIVIL SERVICE FAMILY PENSION FUND RULES.

1. (1) These rules may be called the Indian Civil Service Family Pension Fund Rules.

(2) They apply (*a*) To all persons who, being on 31st March 1937, subscribers to or beneficiaries under the Indian Civil Service Family Pension Rules then in force, did not, under the provisions of paragraph 19 of the Government of India (Family Pension Funds) Order, 1936, make objection to the vesting in Commissioners of their interest in the fund formed from contributions paid under those rules.

(*b*) To all European, Anglo-Indian or Anglo-Burman officers appointed to the Indian Civil Service after 31st March 1937.

(*c*) To all European, Anglo-Indian or Anglo-Burman officers of the Burma Civil Service, Class I, who under the provisions of the rules relating to their conditions of service, are required to subscribe.

(3) If any question arises as to whether these rules apply or do not apply to any individual member of the Indian Civil Service or Burma Civil Service, Class I, the question shall be decided by the Secretary of State and his decision shall be final.

2. (1) Every officer to whom these rules apply (hereinafter referred to as a subscriber) shall make, with effect from 1st April 1937, or from the date ~~of his arrival in India or Burma to take up his appointment~~, whichever is the later, the contributions and payments * hereinafter prescribed.

(2) There shall be paid by or by authority of the Secretary of State to every beneficiary, and to the dependants of every subscriber, to whom these rules apply, at the rates and under the conditions hereinafter prescribed,

(*a*) pensions or other benefits to be paid from the Pension Fund ;

(*b*) pensions or other benefits to be paid from the revenues of the Central Government :

Provided that the pensions payable under clause (*b*) of this sub-rule to the dependants of any subscriber who on the 31st

* These contributions and payments are fixed in sterling and when recovered or paid in India or Burma are convertible into rupees at the current rate of exchange.

Page 134.—In rule 2 (1), *for* the words "of his arrival in India or Burma to take up his appointment," *substitute* the words "on which he begins to draw pay in the time-scale of the Indian Civil Service or the Burma Civil Service, Class I."

[G.O. Ms. No. 1575 (Public), dated 12th June 1943.]

[VII list, 15-6-43]

TWENTY-SECOND LIST OF CORRECTIONS TO THE INDIAN CIVIL SERVICE MANUAL (1941 EDITION).

Page 135.—In rule 8 of the said rules (I.C.S. Family Pension Fund Rules) *for* the words " retires from the service on a pension, " *substitute* the words " retires from the service on a pension or completes thirty-five years' service whichever first occurs."

[G.O. Ms. No. 234, Public (Special), dated 30th January 1947.]

[XXII list, 11-2-47]

TWENTY-THIRD LIST OF CORRECTIONS TO THE INDIAN CIVIL SERVICE MANUAL (1941 EDITION).

Page 135.—The following shall be inserted as Note (1) and (2) under rule 8 :—

NOTE (1) :—The amendment notified in the Government of India, Finance Department, Notification No. 3844-E.V./46, dated 25th September 1946, takes effect from the 24th May 1946.

NOTE (2) :—The Secretary of State has decided that the period of 35 years for purposes of the above Rule, as amended by the notification referred to in Note (1), is to be reckoned from the date of commencement of an officer's service.

[G.O. Ms. No. 676, Public (Special), dated 1st March 1947.]

[XXIII list, 5-3-47]

2. The following amendment to the I. C. S. Family Pension Rules contained in appendix X-I of the I. C. S. Manual (1941 edition ssued :-

Page. 135:- The following shall be inserted as Note (1) (2) under rule 8:--

Note (1):- The amendment notified in the Government of a Notification No.3844-E.V./46, dated 25th September 1946, takes ct from the 24th May 1946.

Note (2):- The Secretary of State has decided that eriod of 35 years for purposes of the above rule as amended by otification referred to in Note (1) is to be reckoned from the of commencement of an officer's service.

O. Ms. No.676, Public (Special) Department dated 1st March 1947.

Page 135:- In rule 8 of the said rules for the words 'retires from the service on a pension' substitute the words "retires from the service on a pension or completes thirty-five years' service whichever first occurs." (Govt. of India. Finance Dept. Notification No. 3844.E.V./46 d. 25.9.46)

G. O. Ms. No. 234, Public (Special) Department dated the 30-1-47.

March 1937, was included in the Burma cadre of his service and after that date became a member of a Burma Service or to whom clause (*c*) of sub-rule (1) of rule 1 of these rules applies shall, if the Secretary of State for Burma makes provision to that end, be payable from the revenues of Burma and not from the revenues of the Central Government.

3. The sums so contributed and paid by the subscribers shall be accounted for to the Secretary of State and shall be credited in his books to an account entitled the Indian Civil Service Family Pension Fund; and there shall be debited to the said account all payments in respect of pensions, benefits or other outgoings properly payable out of the fund.

4. The Secretary of State shall, at such times and in such manner as may be agreed between him and the Commissioners appointed under the provisions of the Government of India (Family Pension Funds) Order, 1936, pay to or receive from the said Commissioners the amounts by which the receipts credited to the abovementioned account exceed or fall short of the payments debited thereto as the case may be.

5. The Secretary of State may by amending these rules, make such alterations in the rates and conditions of contribution and benefit as he shall from time to time think necessary. Every such alteration shall in the absence of provision in the rules to the contrary, take effect from the first day of the month following the date of publication of the amendment in the *Gazette of India*:

Provided that no alteration shall operate to reduce the pension payable to any person already in receipt thereof otherwise than by the withdrawal or reduction of any increase granted temporarily.

6. (1) The Secretary of State shall from time to time, at such periods as he may determine, place the accounts of the Fund, together with statistics of the ages, births, marriages and deaths of the subscribers and of their dependants, before such Actuary or Actuaries as he may select, with instructions to examine them and report thereon.

(2) The Report of the Actuary or Actuaries shall be published in such manner as the Secretary of State may direct.

7. The monthly contributions payable by a subscriber shall be those shown in the First Schedule to these rules, and shall be deducted from his pay at the time of issue. If at any time a subscriber is not in receipt of pay he shall not thereby be relieved of the obligation to pay the contributions due from him.*

8. Subject to the provisions of rule 23 and rule 25, contributions payable under rule 7 shall cease when the subscriber ~~retires from the service on a pension.~~ Substd. by 2nd List Notes (1) and (2).

9. (1) A subscriber who is dismissed from the service shall thereupon cease to be a subscriber and his family shall cease to be

* If a subscriber is not in receipt of pay from a Government in India, or the Government of Burma, he should arrange to pay the contributions due from him, either by cash or by cheque, to the Accountant-General, India Office, to the Accountant-General, Central Revenues, New Delhi, or to the Accountant-General, Burma.

entitled to any benefits under these rules, nor shall the subscriber be entitled to any refund of contributions or other payments.

(2) A subscriber who resigns or is removed from the service or who retires without being entitled to a pension shall thereupon cease to be a subscriber and his family shall cease to be entitled to any benefits under these rules, but ~~the subscriber may be granted a lump sum, the amount of which shall be fixed in each case by the Secretary of State, whose decision shall be final; and it shall be open to the Secretary of State, before deciding upon the amount, if any, of such lump sum~~, to require medical evidence, in the form prescribed in the Fifth Schedule, of the health of any or all of the dependants of the subscriber.

10. Subject to the provisions of rule 8, the contribution payable on behalf of a child is payable in the case of a son until his attainment of the age of 24 years or previous death, and in the case of a daughter until her marriage or previous death.

11. (1) Subject to the provision of rules 12-A, 13 and 23-A, every subscriber in the Service shall report his marriage in the form prescribed in the Second Schedule, within one month of the date thereof, or within one month ~~of his arrival in India or Burma~~ if he was then married, and shall on marriage, or remarriage, or on entering the service married pay, in addition to the monthly contributions prescribed by rule 7, the donation specified in the Third Schedule to these rules against the year of his age, and if the age of the subscriber exceeds that of his wife by five years or more he shall further pay the disparity fine specified in the Fourth Schedule.*

(2) Donations and disparity fines payable under this rule may be paid either in one sum or in 12 equal monthly instalments and if paid in instalments interest at the rate of 4 per cent per annum shall be levied on the unpaid portion; but any instalment may, if the subscriber so desires, be paid in advance of the due date.

(3) Donations and disparity fines payable on marriage shall be increased by 2½ per cent if the fact of marriage is not reported within one month from the date thereof, and by 5 per cent if the delay exceeds six months. If the marriage is not reported within one year, the subscriber may be required to produce medical evidence of the state of his health in the form prescribed in the Fifth Schedule and the Secretary of State shall in each case decide whether, and, if so, on what terms, contribution for widows' pension shall be required. †

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* The reports required by these rules should be made—

(1) To the Accountant-General, Central Revenues, New Delhi, when the subscriber is drawing pay in India or in a Colony to which he has gone direct from India,

(2) To the Accountant-General, Burma, when the subscriber is drawing pay in Burma or in a Colony to which he has gone direct from Burma, or

(3) To the Controller of Pension Funds, India Office, Whitehall, London, S.W. 1, when the subscriber is drawing his pay in England or in a Colony to which he has gone direct from England.

† These clauses 11 (3) and 12 (3) are not to be read as implying an option of omitting or postponing any report that a subscriber is required to make under rules 11 and 12. Intentional neglect to report is a breach of discipline.

lump sum ", *substitute* the words " the Secretary of State may sanction the payment of such sum or sums as he may deem fit to the subscriber or to all or any of his dependants, and his decision in relation to any such payment shall be final ; and it shall be open to him before sanctioning any such payment.'

[G.O. Ms. No. 2127, Public (Special), dated 12th July 1944.]

[XIV list, 15-7-44]

FOURTEENTH LIST OF CORRECTIONS TO THE INDIAN CIVIL SERVICE MANUAL (1941 EDITION).

Page 136—*Appendix X-I, Indian Civil Service Family Pension Fund Rules.*—In rule 9 (2), *for* the words "the subscriber may be granted a lump sum, the amount of which shall be fixed in each case by the Secretary of State, whose decision shall be final; and it shall be open to the Secretary of State before deciding upon the amount, if any, of such

TWENTY-FOURTH LIST OF CORRECTIONS TO THE INDIAN CIVIL SERVICE MANUAL (1941 EDITION).

Page 136.—In rule 11 of the said rules, after the figure '13' the figure '2[illegible] shall be inserted.

[G.O. Ms. No. 1563, Public (**Special**), dated 23rd May 1947.]

[XXIV list, 28-5-47]

Page 136.—In rule 11 (1), *for* the words "of his arrival in India or Burma," *substitute* the words "of the date from which he began to draw pay on the time-scale."

[G.O. Ms. No. 1575, (Public), dated 12th June 1943.]

[VII list, 15-6-43]

Page 137.—In rule 12 of the said rules, *for* the word and figure 'Rule 13,' *substitute* the word and figures 'Rules 13 and 23'.

[G.O. Ms. No. 1563, Public (Special), dated 23rd May 1947.]

[XXIV list, 28-5-47]

Page 137.—In rule 12 (1), *for* the words "of his arrival in India or Burma," *substitute* the words "from which he began to draw pay on the time-scale."

[G.O. Ms. No. 1575 (Public), dated 12th June 1943.]

[VII list, 15-6-43]

12. (1) Subject to the provisions of rule 13, every subscriber in the Service * shall report in the form prescribed in the Sixth Schedule, within one month of its occurrence, the birth of every child born alive in wedlock or, if he was married and had children living at the date ~~of his arrival in India or Burma~~, he shall report their names and dates of birth within one month of that date.†

(2) No payment shall be required in respect of any child who dies within 30 days of birth.

(3) If the birth of a child is not reported within one month the subscriber shall pay a fine of 12*s*. and a further fine of 2*s*. for each succeeding month's delay. If the delay exceeds 12 months, the subscriber may be required to produce medical evidence of the state of his health in the form prescribed in the Fifth Schedule, and the Secretary of State shall in each case decide whether, and, if so on what terms contribution for orphan's pension shall be required.‡

12-A. Contributions under rule 7 shall not be payable by a subscriber in active service appointed before 1st April 1910. Provided that if such a subscriber shall marry before retirement, he shall pay on marriage, in addition to the contributions specified in rule 11, the sum of £200.

13. Reports shall not be accepted nor contributions or payments received in respect of any wife married during the lifetime of another wife, or of any child born of a wife married as aforesaid; and no wife married as aforesaid or child born of such a marriage shall be entitled to any benefit under these rules. §

14. Interest from the due date at the rate of 4 per cent per annum shall be charged on monthly contributions or donations or any portion thereof remaining unpaid for more than one month from such date.

15. Any contribution or payment due at a subscriber's death shall be deducted, without any addition for interest beyond the date of death, in four quarterly instalments from the pensions due to his dependants :

Provided that if the sum due as aforesaid is more than half the annual amount of the pensions it shall be deducted in such a number of quarterly instalments as the Secretary of State may direct.

16. The widow or child of a deceased subscriber whose marriage or birth was not reported by the subscriber during his lifetime in

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* Retired officers, not being liable for subscription in respect of children born of marriages contracted before retirement, are not subject to the provisions of rule 12, but they should, in the interests of their children, report every birth without delay, as failure to do so will entail loss of benefit under the provisions of rule 16.

† The reports required by these rules should be made—

(1) To the Accountant-General, Central Revenues, New Delhi, when the subscriber is drawing pay in India or in a colony to which he has gone direct from India,

(2) To the Accountant-General, Burma, when the subscriber is drawing pay in Burma or in a colony to which he has gone direct from Burma, or

(3) To the Controller of Pension Funds, India Office, Whitehall, London, S.W. 1, when the subscriber is drawing his pay in England or in a Colony to which he has gone direct from England.

‡ See note † above.

§ This rule is designed to apply to subscribers who may lawfully have more than one wife living at the same time.

accordance with these rules shall be entitled to no benefit under these rules; but the Secretary of State may, on good cause being shown for the omission to report a marriage or birth, admit such a widow or child to a pension on terms to be fixed by him.

17. (1) A posthumous child of a subscriber by marriage contracted before retirement and duly reported in accordance with rule 11 shall be entitled to pension without payment.

(2) No child shall be entitled to benefit under this rule whose birth is not reported within 12 months of its occurrence.

18. Subject to the provisions of rule 21, the pension of a widow under these rules shall continue in full during widowhood. On remarriage she shall retain half her pension during coverture, but if she again become a widow she shall be entitled to revert to full pension, and, should her last husband have been a subscriber, to draw in addition pension as his widow. Reduction to the half rate shall take effect from the commencement of the quarter following that in which the remarriage occurred; the full pension shall be restored from the day following that on which the pensioner again becomes a widow.

19. (1) Subject to the provisions of rule 21, the pension of a male orphan shall be payable until he attains the age of 24:

Provided that in any case where it is shown that a male orphan on attaining the age of 24 years is by reason of mental or physical disability incapable of earning a livelihood, the Secretary of State may at his discretion permit such male orphan to continue to draw beyond that age a pension of an amount not exceeding that of which he is then in receipt:

Provided further that if a male orphan shall be over the age of 24 years on the date of his father's death, and if it shall be shown that by reason of mental or physical infirmity he was not at the age of 24 years and has not at any subsequent period been capable of earning a livelihood the Secretary of State may at his discretion grant to him a pension of amount not exceeding that laid down in the seventh schedule to these rules for children who are over 12 years of age.

(2) Subject as aforesaid the pension of a female orphan is payable until the end of the quarter in which she marries, and shall not revive upon widowhood. On marriage a female orphan shall be granted a donation of £250, which shall be payable by Government as provided in clause (*b*) of sub-rule (2) of rule 2 of these rules.

(3) The Secretary of State may at his discretion permit a portion of the pension of a male orphan who has reached the age of 16 years to be commuted with a view to the proceeds being applied to the pensioner's advancement in life.

(4) The pension of a minor orphan shall be paid to his or her mother or other duly appointed or recognized guardian.

20. Declarations shall be furnished quarterly as to the continued widowhood, spinsterhood or survival of pensioners as the case may be.*

* Forms for the purpose of the declarations required by this rule are supplied by the High Commissioner for India, India House, Aldwych, London, W.C. 2, or in the case of pensioners receiving payment in India or Burma, by the Accountant-General, Central Revenues, New Delhi, or the Accountant-General, Burma, as the case may be.

21. Pensions under these rules shall be tenable during good behaviour, and if the Secretary of State is satisfied that the pensioner is leading an immoral life or has been guilty of gross misconduct, he may withhold further payment in whole or in part, and an order to this effect by the Secretary of State shall be final and conclusive.

22. A pension payable under these rules shall enure for the benefit of the pensioner only, and no transfer, assignment or other alienation thereof shall be recognized.

23. (1) A subscriber who marries after he has retired from the service on a pension may, if he so chooses, secure pension for his widow and for his children born of such marriage, on the conditions that reports * of occurrences are made within one month in the form prescribed in the Second or Sixth Schedule, as may be appropriate, and that a certificate of health in the form prescribed in the Fifth Schedule is furnished with the report of the marriage.

(2) Notwithstanding the provisions of rule 8 there shall be payable on any marriage reported as aforesaid, and subject to the provisions of rules 11, 14 and 23-A so far as they may be applicable, the donation prescribed in the Third Schedule, the disparity fine specified in the Fourth Schedule, and a further sum of £200.

23-A. (1) On the termination of the marriage of the subscriber by divorce or annulment he shall be liable thereafter until remarriage for subscription at the unmarried rate together with subscriptions for children, if any.

(2) Where the marriage has been terminated by divorce on the petition of the wife she shall be entitled after the death of her divorced husband to pension of half the amount met from the contributions of subscribers as shown in the Seventh Schedule according to the class of her husband on the date of termination of the marriage: Provided that—

(*a*) On remarriage she shall forfeit absolutely all claim to benefit under this Rule; and

(*b*) Where the divorced husband has retired on proportionate pension the Secretary of State shall in each case declare the amount of the pension for which the divorced wife is eligible; but the amount so declared shall not be less than half the amount of the pension met from the contributions of subscribers to which she would have been entitled at the date of her divorce had her husband then died.

(3) Where the marriage has been terminated by divorce on the petition of the husband he shall be exempted on remarriage from payment of the donation specified in the Third Schedule to these rules, but this exemption shall apply on the first subsequent remarriage only.

(4) In cases of annulment the subscriber shall be entitled to receive a lump sum the amount of which shall be fixed in each case by the Secretary of State.

(5) This rule shall not apply in the case of marriages dissolved or annulled before 16th February 1926.

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* See note † on page 137.

24. Every subscriber shall report * within one month of its occurrence the death of any dependant eligible for benefit under these rules.

25. (1) A subscriber who retires under the India Premature Retirement Rules, or the Burma Premature Retirement Rules may adopt, at his option, any one of the three following methods of retaining for his wife and children benefits under these rules, namely :—

(*a*) He may cease to make any contributions and payments under these rules, and shall then retain only the right to a proportion of the contingent benefits under the rules for his wife and children existing on the date of retirement, and for any children subsequently born to that wife. This proportion shall be equal to the number of his completed years' total service divided by 25, and the calculation shall be based upon the pension admissible to the widow of an officer of the class to which he belonged at the time of his retirement.

(*b*) He may continue up to his 51st birthday to make contributions under these rules at the rates payable by him at the date of retirement, and shall then retain the right to the full contingent benefits admissible under the rules, according to his class on the date of his retirement, for his wife existing at the date of retirement, and for any children by her, whether born before or after retirement. Under this alternative, subscriptions will be payable under the Ordinary Rules for each child, whether born before or after retirement. In the event of the death of the wife, subscriptions at the bachelor rate appropriate to the subscriber's class on retirement will be payable until age 51.

(*c*) He may continue up to his 51st birthday to make contributions and payments under these rules at the rates which would have been payable by him from time to time had he remained in the service. In that case he shall retain the full benefits admissible under the rules as if he had remained in the service until death or retirement with an ordinary pension :

Provided that, in the event of the officer failing to notify within three months of the date of his retirement the method selected by him, he shall be deemed to have elected the first of the above methods.

(2) There shall be repaid to the Indian Civil Service Family Pension Fund in accordance with the provisions of the rules referred to in sub-rule (1) any loss thrown upon it by the operation of this rule ; and the decision of the Secretary of State as to the amount of such loss shall be final.

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* Reports should be made as in the case of those required by rules 11 and 12 which see.

26. The pensions * payable under these rules, apart from any supplementary pensions secured under the provisions of rule 26-A shall be of the amount specified in the Seventh Schedule.

26-A. Any subscriber to whom these rules apply may, at any time, subject to the conditions hereinafter prescribed, provide supplementary pensions for his wife, sons and daughters or any of them on the terms stated in the Eighth Schedule :

Provided that the supplementary pension secured to any one dependant shall not exceed the amount stated in the Ninth Schedule.

26-B. (1) Every officer applying to subscribe for supplementary pension under the above rule shall produce medical evidence as to the state of his health in the form prescribed in the Fifth Schedule.

(2) Liability for contingent pension under the said rule shall commence (*a*) in the case of pensions paid for by instalments from the date of the letter notifying acceptance of the application to subscribe, from which date instalments shall be payable ; and (*b*) in the case of pensions paid for by single premium, from the date on which, after acceptance of the application, the single premium is paid.

27. (1) Pensions under these rules shall be payable quarterly in advance on 1st January, 1st April, 1st July and 1st October.

(2) Pensions under these rules shall be payable in London in sterling.† Pensioners residing in India or Burma may, however, at their option, receive payment ‡ there in rupees at the current rate of exchange. Provided that :—

(*a*) Pensioners who were receiving pension in India or Burma prior to the 1st February 1921 at 1*s*. 4*d*. the rupee shall, so long as they are in India or Burma and continue to have their permanent residence there, continue to receive it at a rate not less favourable than 1*s*. 4*d*. the rupee ;

(*b*) pensioners who were admitted to pension before the 1st February 1921, or who are dependants of subscribers in the service on that date, and who commenced or shall commence to receive payment in India or Burma after that date, shall, so long as they are in India or Burma and have their permanent residence there, receive payment at a rate not less favourable than 1*s*. 8*d*. the rupee.

(3) A pensioner residing in India or Burma who has elected to receive pension in that country shall not subsequently be permitted to change the place of payment except at the commencement of an official year.

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* Application for admission to pension should be made to the Controller of Pension Funds, India Office, Whitehall, London, S.W. 1, or, if the applicant is in India or Burma, to the Accountant-General, Central Revenues, New Delhi, or the Accountant-General, Burma, as the case may be.

† By the High Commissioner for India, India House, Aldwych, London, W.C. 2.

‡ From the Accountant-General, Central Revenues, New Delhi, or the Accountant-General, Burma, as the case may be.

28. References in these rules to the Secretary of State shall be construed as references to the Secretary of State acting with the concurrence of his advisers in accordance with the provisions of section 261 of the Government of India Act, 1935.

29. The Indian Civil Service Family Pension Rules hitherto in force are hereby repealed.

SCHEDULES.

First Schedule (Rules 7 and 10).

1. For the purposes of these rules the class of a subscriber shall be as follows :—

Class V.—Up to 7 years' completed service.

Class IV.—From 7 to 12 years' completed service.

Class III.—From 12 to 15 years' completed service.

Class II.—From 15 to 18 years' completed service.

Class I.—From 18 years' completed service.

2. The monthly contribution payable by each subscriber while in the service according to his class and the date of his admission to the service shall be as follows :—

(*a*) If subscriber is unmarried or a widower—

If the date of subscriber's admission to the service is—	Class. I.			II.			III.			IV.			V.		
	£.	*s.*	*d.*	£.	*s.*	*d.*	£.	*s.*	*d.*	£.	*s.*	*d.*	£.	*s.*	*d.*
Prior to 1st April 1916.	3	11	3	2	14	0	1	19	0		..			..	
Between 1st April 1916 and 31st July 1925.	4	3	2	3	3	0	2	5	6	1	10	8	1	1	11
Between 1st August 1925 and 31st March 1928.	4	15	0	3	12	0	2	12	0	1	15	0	1	8	1
On or after 1st April 1928.	5	6	10	4	1	0	2	18	6	1	19	4	1	8	1

(*b*) If subscriber is married—

If the date of subscriber's admission to the service is—	Class. I.			II.			III			IV.			V.		
	£.	*s.*	*d.*	£.	*s.*	*d.*	£.	*s.*	*d.*	£.	*s.*	*d.*	£.	*s.*	*d.*
Prior to 1st April 1916.	7	5	0	5	2	6	3	5	0		..			..	
Between 1st April 1916 and 31st July 1925.	8	9	2	5	19	7	3	15	10	2	9	7	1	9	2
Between 1st August 1925 and 31st March 1928.	9	13	4	6	16	8	4	6	8	2	16	8	1	17	6
On or after 1st April 1928.	10	17	6	7	13	9	4	17	6	3	3	9	1	17	6

Additional monthly contribution payable for children by a Subscriber while in the Service according to the date of his admission to the Service.

If the date of subscriber's admission to the service is—	Class in which subscribing.	For each Son. £. s. d.	For each Daughter. £. s. d.
Prior to 1st April 1916	All classes ..	0 8 7	0 16 0
Between 1st April 1916 and 31st July 1925.	Do. ..	0 10 0	0 18 7
Between 1st August 1925 and 31st March 1928.	I, II, III and IV.	0 11 5	1 1 3
Between 1st August 1925 and 31st March 1928.	V	0 12 10	1 3 11
On or after 1st April 1928	All classes ..	0 12 10	1 3 11

SECOND SCHEDULE (Rules 11 and 23).

Form of a Letter reporting marriage.

SIR,

I have to report my marriage on the

to

A certified copy of the register of our marriage is herewith transmitted.*

I was born on the   My wife was born on the

I wish to pay the donation for which I have become liable in $\frac{\text{one sum}}{\text{12 monthly instalments with interest}}$.

THIRD SCHEDULE (Rules 11, 12-A, 23 and 23-A).

Donation payable by Subscribers on entering the service married,† on marriage, and remarriage, according to their age.

Subscriber's age on marriage.	Donation. £.	Subscriber's age on marriage.	Donation. £.	Subscriber's age on marriage.	Donation. £.
21	60	35	115	49	470
22	62	36	125	50	490
23	64	37	140	51	505
24	68	38	160	52	520
25	72	39	190	53	535
26	76	40	220	54	560
27	80	41	260	55	580
28	84	42	300	56	600
29	88	43	330	57	620
30	92	44	360	58	630
31	96	45	385	59	635
32	100	46	410	60	635
33	105	47	435		
34	110	48	450		

* In the case of an Indian whose marriage has been solemnised according to the rites of his religion, but not registered by a duly appointed autho ity, the evidence of marriage required is the affidavit of the father or other near relative sworn before a magistrate.

† In which case subscriber's age on entry into the service to be taken.

FOURTH SCHEDULE

Disparity Fines.—If the age of the husband exceed that of the
to the marriage donation payable by

Subscribers' age.	Difference of age														
	5 and under 6.	6 and under 7.	7 and under 8.	8 and under 9.	9 and under 10.	10 and under 11.	11 and under 12.	12 and under 13.	13 and under 14.	14 and under 15.	15 and under 16.	16 and under 17.	17 and under 18.	18 and under 19.	19 and under 20.
	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£
24	2	6	11	16	22										
25	3	7	13	18	24	29									
26	4	8	15	20	26	32	37								
27	5	10	17	23	29	35	41	46							
28	6	12	19	26	33	39	45	51	56						
29	7	14	22	30	38	44	50	56	62	67					
30	8	17	26	35	43	50	56	62	68	74	79				
31	10	20	30	40	49	57	64	70	76	82	87	91			
32	12	23	34	45	55	64	72	79	86	92	97	101	104		
33	13	26	38	50	61	71	80	88	96	103	109	113	116	118	
34	14	28	42	55	67	78	88	97	106	114	121	127	131	134	136
35	16	31	46	60	73	85	96	106	116	126	134	141	147	151	154
36	18	35	50	65	80	93	106	118	129	139	148	156	163	169	173
37	19	37	54	71	87	102	116	129	142	153	163	172	180	187	193
38	20	40	59	77	94	110	126	141	155	168	179	189	198	206	213
39	22	43	63	83	102	120	137	153	168	182	195	206	216	225	233
40	23	45	67	89	110	130	149	167	184	200	214	226	237	246	254
41	24	48	72	95	118	140	161	181	199	216	233	248	261	272	281
42	26	52	77	102	126	149	171	192	213	232	251	268	283	296	307
43	28	56	83	109	134	158	181	204	226	248	268	287	304	319	332
44	30	59	87	115	142	168	193	218	242	264	285	305	324	341	357
45	32	63	93	122	150	178	205	231	256	280	302	323	343	362	379
46	33	65	97	128	158	187	216	244	271	296	321	344	365	385	403
47	35	69	102	134	166	197	228	258	286	313	339	364	387	408	428
48	36	71	106	140	174	207	239	271	301	330	358	385	410	434	456
49	38	75	111	147	182	217	251	284	316	347	377	406	433	458	482
50	40	79	117	154	190	226	262	297	331	364	396	427	456	483	508
51	42	83	123	161	198	235	272	309	345	381	415	447	477	506	534
52	44	86	127	167	206	245	284	323	361	398	434	470	504	535	564
53	45	89	131	173	214	255	296	336	376	415	453	490	526	560	592
54	46	91	135	179	222	265	308	350	391	432	472	511	548	584	619
55	48	94	140	186	230	274	318	362	406	450	493	534	573	610	645
56	49	97	145	192	238	284	330	376	422	467	511	554	596	636	673
57	50	100	150	198	246	294	342	390	437	484	530	574	617	658	698
58	52	103	154	204	254	304	354	403	452	500	547	593	639	683	725
59	53	106	158	210	262	314	365	416	466	516	565	613	660	705	749
60	55	109	163	217	271	325	378	430	481	532	583	633	681	728	773

Subscribers marrying at an age exceeding 60 shall pay

(Rules 11 and 23).

wife by five years or more, then an addition shall be made
Subscribers according to the following scale.

between husband and wife.

20 and under 21.	21 and under 22.	22 and under 23.	23 and under 24.	24 and under 25.	25 and under 26.	26 and under 27.	27 and under 28.	28 and under 29.	29 and under 30.	30 and under 31.	31 and under 32.	32 and under 33.	33 and under 34.	34 and under 35.	Subscribers age.
£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	
															24
															25
															26
															27
															28
															29
															30
															31
															32
															33
															34
156															35
176	178														36
197	200	202													37
219	223	226	228												38
240	246	250	252	255											39
261	268	274	278	280	281										40
288	294	300	305	308	309	310									41
316	323	329	335	338	340	341	341								42
343	352	359	366	370	373	374	374	374							43
371	382	391	398	404	407	408	409	409	409						44
395	409	421	431	439	445	447	448	449	450	450					45
420	436	450	463	474	482	487	490	491	492	493	493				46
447	464	480	495	509	520	527	531	533	535	536	537	537			47
476	494	511	527	542	555	566	573	577	579	580	581	582	582		48
504	525	544	561	576	590	603	614	621	624	625	626	627	628	628	49
532	555	576	596	614	631	645	657	666	670	671	672	673	674	675	50
561	587	611	633	652	668	683	699	707	715	720	721	722	723	724	51
591	616	640	663	685	705	723	739	752	762	768	771	772	773	774	52
622	649	674	698	721	742	761	779	795	808	817	822	824	825	826	53
652	682	710	736	760	782	802	820	836	851	863	872	876	878	879	54
679	712	743	772	800	825	846	864	880	895	909	920	927	931	933	55
708	742	775	807	838	866	890	911	929	944	956	966	974	981	986	56
736	773	808	842	874	905	934	959	980	997	1,011	1,022	1,031	1,039	1,045	57
765	803	840	876	910	943	974	1,004	1,030	1,052	1,070	1,083	1,093	1,102	1,109	58
791	832	872	910	947	982	1,015	1,046	1,075	1,102	1,125	1,144	1,158	1,169	1,177	59
817	860	902	943	983	1,021	1,056	1,089	1,120	1,148	1,175	1,200	1,221	1,237	1,250	60

such fine as may be fixed at the time by the actuary.

FIFTH SCHEDULE (Rules 9, 11, 12, 23 and 26-B).

Certificate of Health.

We, the undersigned, do hereby solemnly and sincerely declare that we have carefully and personally examined into the state of health of and that we pronounce $\frac{\text{him}}{\text{her}}$ free from any bodily complaint of a dangerous tendency and believe $\frac{\text{him}}{\text{her}}$ to be a good average life.

Signatures of two qualified Medical Practitioners, one of whom, in the case of certificates signed in India, shall be a Medical Officer of not lower standing than a Civil Surgeon, District Medical Officer, or Presidency Surgeon.

Date

Declaration.

I hereby solemnly and sincerely declare that the contents of the above certificate are in all respects true to the best of my knowledge and belief; that I have disclosed to
and
everything relating to my health and constitution; and that I believe myself to be a good average life.

Signature of Applicant

Date

SIXTH SCHEDULE (Rules 12 and 23).

Form of a Letter reporting the Birth of a Child.

Sir,

I have to report the birth to me of a $\frac{\text{son}}{\text{daughter}}$ on the , and I request that the name may be entered in the pension register kept under the Indian Civil Service Family Pension Fund Rules.

SEVENTH SCHEDULE (Rules 19, 23-A and 26).

A. Pensions to dependants of subscribers who were alive on 31st March 1937.

The rates given in this part of the Schedule apply to pensions payable from 1st January 1940, but a pensioner admitted before that date who, under the Schedule previously in force has received pension at a rate lower than that shown below is entitled to

the benefit of the increased rate with effect from the date of admission—

(1) Annual pension payable to a widow during widowhood :—

Classification of subscriber* as at 31st March 1937.			Class of subscriber at death.	
Class.	Active or Retired.	Age or date of entry into Service.	I, II and III. £	IV and V. £ s. d.
V ..	Active	Entrants on or after 1st April, 1933.	375	312 10 0
V ..	,,	Entrants prior to 1st April, 1933.	380	316 13 4
IV ..	,,	....	380	316 13 4
III ..	,,	....	385	..
II ..	,,	....	385	..
I .. / All ..	,, / Retired	Born after 31st March, 1887.	390	325 0 0
I .. / All ..	Active / Retired	Born after 31st March, 1877, and before 1st April, 1887.	395	329 3 4
I .. / All ..	Active / Retired	Born after 31st March, 1872, and before 1st April, 1877.	400	333 6 8
I .. / All ..	Active / Retired	Born after 31st March, 1867, and before 1st April, 1872.	405	337 10 0
I .. / All ..	Active / Retired	Born after 31st March, 1862, and before 1st April, 1867.	410	341 13 4
I .. / All ..	Active / Retired	Born before 1st April, 1862.	415	345 16 8

Of the above pensions, the following amounts are payable by Government :—

Class II, £60 ; Class III, £120 ; Class IV, £110 ; Class V, £150.

(2) Annual pension payable to a fatherless child whose mother is living :—

Classification* of subscriber as at 31st March, 1937.			Orphans aged		
Class.	Active or retired.	—	0–6 years. £ s.	6–12 years. £ s.	12 years and over. £
IV and V.	Active	....	31 5	62 10	125
II and III. / I .. / All ..	,, / ,, / Retired	Born after 31st March, 1877.	32 10	65 0	130
I .. / All ..	Active / Retired	Born before 1st April, 1877.	33 15	67 10	135

Of the above pensions, the following amounts are payable by Government :—

Age—0—6, £6 5*s.* 0*d.*; 6 to 12, £12 10*s.* 0*d.*; age 12 and over, £25. Pensions payable to sons over the age of 24 under the proviso to Rule 19 (1) will however be met wholly from the pension fund.

* Subscribers who have retired under the Premature Retirement Rules are to be treated as retired subscribers except those born after 31st March, 1895, who are to be treated as active subscribers in the class they would have attained had they remained in the Service until 31st March, 1937.

(3) The annual pension payable to an orphan of any age who has lost both parents will be as shown in the last column of table (2) above. Of these pensions the following amounts are payable by Government :—

Age 0—6, £81 5*s.* 0*d.* ; age 6—12, £62 10*s.* 0*d.* ; age 12 and over, £25.

An orphan who is in receipt of a pension at a rate lower than £125, £130 or £135 as the case may be on the date of the mother's death shall be entitled to the appropriate enhanced pension with effect from the following day.

B. Pensions to dependants in receipt of pension on 31*st March* 1937.

(1) Annual pension payable with effect from 1st April 1937, to a widow during widowhood :—

Widow born.	Class of subscriber at death.			
	I, II and III.	IV and V.		
	£	£	*s.*	*d.*
After 31st March 1887	410	341	13	4
After 31st March 1877, and before 1st April 1887.	415	345	16	8
After 31st March 1872, and before 1st April 1877.	420	350	0	0
After 31st March 1867, and before 1st April 1872.	425	354	3	4
Before 1st April 1867	430	358	6	8

Of the above pensions, the following amounts are payable by Government :—

Class II, £60 ; Class III, £120 ; Class IV, £110 ; Class V, £150.

(2) Annual pension payable with effect from 1st April 1937, to a fatherless child whose mother is living :—

—	Age 0–6 years.			Age 6–12 years.			From age of 12 years.
	£	*s.*	*d.*	£	*s.*	*d.*	£
Payable from the Fund	27	10	0	55	0	0	110
Payable by Government	6	5	0	12	10	0	25
	33	15	0	67	10	0	135

(3) The annual pension payable with effect from 1st April 1937, to an orphan of whatever age who has lost both parents is £135, met as follows :—

—	Age 0–6 years.			Age 6–12 years.			From age of 12 years.
	£	*s.*	*d.*	£	*s.*	*d.*	£
Payable from the Fund	53	15	0	72	10	0	110
Payable by Government	81	5	0	62	10	0	25
	135	0	0	135	0	0	135

An orphan who is in receipt of a pension at a rate lower than £135 on the date of the mother's death shall be entitled to the enhanced pension with effect from the following day.

[G.O. No. 336, Public (Special), dated 10th February 1940.]

EIGHTH SCHEDULE (RULE 26-A).

Eighth Schedule

Terms of subscription for

Provision may be made on the terms laid down in this Schedule for
Schedule and may be secured by single

(1) *Widows'*

Contribution required to provide a supplementary pension of £10 to a
coverture but reviving at

Sub-scriber's age next birthday.	Wife older than subscriber by—					Wife				
	5 and over 4 years.	4 and over 3 years.	3 and over 2 years.	2 and over 1 year.	1 year and under.	Under 1 year.	1 and under 2 years.	2 and under 3 years.	3 and under 4 years.	4 and under 5 years.
	£ s.	£ s.	£ s.	£ s.	£ s.	£ s.	£ s.	£ s.	£ s.	£ s.
25	32 18	33 18	35 0	36 0	37 0	38 0	39 0	39 18	40 16	41 12
26	32 8	33 10	34 12	35 12	36 12	37 14	38 14	39 14	40 14	41 14
27	31 18	33 2	34 4	35 6	36 6	37 8	38 10	39 10	40 12	41 14
28	31 10	32 14	33 18	35 0	36 2	37 4	38 6	39 8	40 12	41 16
29	31 4	32 8	33 12	34 16	36 0	37 2	38 6	39 10	40 14	41 18
30	31 0	32 4	33 8	34 14	36 0	37 4	38 10	39 14	40 18	42 4
31	30 18	32 2	33 8	34 16	36 2	37 8	38 14	40 0	41 6	42 12
32	30 18	32 4	33 10	34 18	36 6	37 14	39 2	40 8	41 14	43 2
33	31 0	32 6	33 14	35 4	36 12	38 2	39 10	40 18	42 4	43 12
34	31 4	32 12	34 0	35 10	37 0	38 10	39 18	41 8	42 16	44 4
35	31 10	32 18	34 8	35 18	37 8	38 18	40 8	41 18	43 8	44 18
36	31 14	33 4	34 14	36 4	37 14	39 4	40 16	42 8	43 18	45 10
37	31 16	33 8	34 18	36 8	37 18	39 10	41 4	42 16	44 8	46 0
38	31 18	33 10	35 0	36 12	38 4	39 16	41 10	43 4	44 18	46 10
39	31 16	33 10	35 2	36 14	38 8	40 2	41 18	43 12	45 6	47 0
40	31 16	33 10	35 4	36 18	38 12	40 8	42 4	44 0	45 14	47 8
41	31 16	33 10	35 6	37 0	38 16	40 14	42 10	44 6	46 2	47 18
42	31 16	33 12	35 8	37 4	39 0	40 18	42 16	44 12	46 10	48 8
43	31 16	33 12	35 8	37 6	39 4	41 2	43 0	44 18	46 18	48 18
44	31 16	33 12	35 10	37 8	39 6	41 6	43 4	45 4	47 6	49 6
45	31 16	33 12	35 10	37 10	39 10	41 10	43 10	45 10	47 12	49 14
46	31 14	33 12	35 12	37 12	39 14	41 14	43 14	45 16	47 18	50 2
47	31 14	33 12	35 12	37 14	39 16	41 18	44 0	46 2	48 4	50 8
48	31 12	33 12	35 14	37 16	39 18	42 2	44 4	46 8	48 12	50 16
49	31 12	33 12	35 14	37 16	40 0	42 6	44 10	46 14		51 6

(Rule 26-A).

supplementary pensions.

annuities of any amount not exceeding the limits stated in the Ninth premium at the rates shown in the tables below.

pensions.

widow on the death of the subscriber, reducing to half-rate during full rate on re-widowhood.

younger than subscriber by—										Subscriber's age next birthday.
5 and under 6 years.	6 and under 7 years.	7 and under 8 years.	8 and under 9 years.	9 and under 10 years.	10 and under 11 years.	11 and under 12 years.	12 and under 13 years.	13 and under 14 years.	14 and under 15 years.	
£ s.	£ s.	£ s.	£ s.	£ s.	£ s.	£ s.	£ s.	£ s.	£ s.	
										25
42 12										26
42 16	43 16									27
42 18	44 2	45 4								28
43 2	44 8	45 12	46 14							29
43 8	44 14	45 18	47 2	48 6						30
43 18	45 4	46 8	47 12	48 16	50 0					31
44 10	45 16	47 2	48 6	49 10	50 14	51 18				32
45 2	46 10	47 16	49 2	50 6	51 10	52 14	53 18			33
45 14	47 4	48 10	49 16	51 2	52 8	53 12	54 16	56 0		34
46 8	47 16	49 4	50 12	52 0	53 6	54 12	55 16	57 0	58 4	35
47 0	48 10	50 0	51 8	52 16	54 4	55 12	56 18	58 4	59 8	36
47 12	49 2	50 14	52 4	53 12	55 2	56 12	58 0	59 6	60 10	37
48 2	49 14	51 6	52 18	54 8	56 0	57 10	58 18	60 6	61 12	38
48 12	50 6	52 0	53 12	55 4	56 16	58 8	59 18	61 6	62 14	39
49 2	50 18	52 12	54 6	56 0	57 14	59 6	60 18	62 8	63 16	40
49 14	51 10	53 6	55 0	56 16	58 10	60 4	61 16	63 8	64 18	41
50 6	52 2	53 18	55 14	57 10	59 6	61 2	62 16	64 8	66 0	42
50 16	52 14	54 12	56 8	58 6	60 4	62 0	63 14	65 8	67 2	43
51 6	53 6	55 4	57 2	59 2	61 0	62 18	64 14	66 10	68 4	44
51 16	53 16	55 16	57 16	59 16	61 16	63 16	65 14	67 10	69 6	45
52 6	54 8	56 10	58 10	60 12	62 12	64 14	66 14	68 12	70 8	46
52 14	54 18	57 2	59 4	61 6	63 8	35 10	67 12	69 12	71 10	47
53 2	55 8	57 14	59 18	62 2	64 4	66 8	68 10	70 12	72 12	48
53 12	56 0	58 6	60 12	62 16	65 0	67 6	69 10	71 12	73 14	49

Subscriber's age next birthday.	Wife older than subscriber by—					Wife				
	5 and over 4 years.	4 and over 3 years.	3 and over 2 years.	2 and over 1 year.	1 year and under.	Under 1 year.	1 and under 2 years.	2 and under 3 years.	3 and under 4 years.	4 and under 5 years.
	£ s.	£ s.	£ s.	£ s.	£ s.	£ s.	£ s.	£ s.	£ s.	£ s.
50	31 10	33 12	35 14	37 18	40 2	42 8	44 14	47 0	49 6	51 14
51	31 8	33 10	35 14	37 18	40 4	42 12	44 18	47 6	49 14	52 2
52	31 6	33 8	35 12	37 18	40 6	42 14	45 2	47 12	50 0	52 10
53	31 4	33 8	35 12	37 18	40 6	42 16	45 6	47 16	50 6	52 18
54	31 2	33 6	35 12	38 0	40 8	42 18	45 8	48 0	50 12	53 4
55	30 18	33 4	35 10	37 18	40 8	43 0	45 12	48 4	50 16	53 10
56	30 12	33 0	35 8	37 18	40 10	43 2	45 14	48 8	51 0	53 14
57	30 6	32 14	35 4	37 16	40 10	43 2	45 16	48 10	51 4	54 0
58	30 0	32 8	34 18	37 12	40 8	43 2	45 18	48 12	51 8	54 4
59	29 14	32 4	34 14	37 8	40 4	43 0	45 16	48 12	51 10	54 8
60	29 8	31 18	34 10	37 4	40 0	42 16	45 12	48 10	51 10	54 10
61	29 0	31 10	34 2	36 18	39 14	42 10	45 8	48 8	51 8	54 10
62	28 10	31 0	33 14	36 10	39 6	42 4	45 4	48 4	51 6	54 8
63	27 18	30 8	33 2	35 18	38 16	41 16	44 18	47 18	51 0	54 4
64	27 6	29 16	32 10	35 6	38 6	41 8	44 10	47 10	50 12	53 18
65	26 16	29 6	32 0	34 16	37 16	40 18	44 0	47 2	50 6	53 12
66	26 4	28 14	31 8	34 4	37 4	40 6	43 8	46 12	49 16	53 2
67	25 10	28 0	30 14	33 10	36 10	39 12	42 14	45 18	49 2	52 10
68	24 14	27 4	29 18	32 14	35 14	38 16	41 18	45 2	48 6	51 14
69	23 18	26 6	28 18	31 14	34 14	37 18	41 0	44 4	47 8	50 16
70	23 0	25 6	27 18	30 14	33 14	36 18	40 2	43 6	46 10	49 18
71	22 0	24 6	26 18	29 14	32 14	35 18	39 2	42 6	45 10	48 16
72	21 0	23 6	25 18	28 14	31 14	34 16	38 0	41 4	44 8	47 12
73	20 2	22 8	24 18	27 14	30 14	33 14	36 16	40 0	43 2	46 6
74	19 6	21 10	24 0	26 14	29 12	32 12	35 12	38 14	41 16	45 0
75	18 12	20 14	23 2	25 14	28 10	31 8	34 6	37 6	40 8	43 14

younger than subscriber by—

5 and under 6 years.	6 and under 7 years.	7 and under 8 years.	8 and under 9 years.	9 and under 10 years.	10 and under 11 years.	11 and under 12 years.	12 and under 13 years.	13 and under 14 years.	14 and under 15 years.	Subscriber's age next birthday.
£ s.	£ s.	£ s.	£ s.	£ s.	£ s.	£ s.	£ s.	£ s.	£ s.	
54 2	56 10	58 18	61 4	63 10	65 16	68 2	70 8	72 12	74 16	50
54 12	57 2	59 10	61 18	64 4	66 12	69 0	71 8	73 14	75 18	51
55 0	57 12	60 2	62 10	64 18	67 8	69 18	72 6	74 14	77 0	52
55 8	58 0	60 12	63 2	65 12	68 4	70 16	73 6	75 14	78 2	53
55 16	58 10	61 2	63 14	66 6	69 0	71 12	74 4	76 14	79 2	54
56 4	58 18	61 12	64 6	67 0	69 14	72 8	75 2	77 14	80 4	55
56 10	59 6	62 2	64 16	67 12	70 8	73 4	75 18	78 12	81 4	56
56 16	59 12	62 10	65 6	68 4	71 2	73 18	76 14	79 10	82 4	57
57 2	60 0	62 18	65 16	68 14	71 14	74 12	77 8	80 6	83 2	58
57 6	60 6	63 4	66 4	69 4	72 4	75 4	78 2	81 0	83 18	59
57 10	60 10	63 10	66 10	69 12	72 14	75 16	78 16	81 14	84 12	60
57 12	60 12	63 14	66 16	69 18	73 2	76 6	79 8	82 8	85 6	61
57 10	60 12	63 16	67 0	70 4	73 8	76 14	79 18	83 0	86 0	62
57 6	60 10	63 16	67 2	70 8	73 14	77 0	80 4	83 8	86 10	63
57 2	60 8	63 14	67	70 8	73 16	77 2	80 8	83 12	86 16	64
56 18	60 4	63 12	67 0	70 8	73 16	77 4	80 10	83 16	87 0	65
56 10	59 18	63 8	66 16	70 6	73 14	77 2	80 10	83 18	87 4	66
55 18	59 18	63 0	66 10	70 0	73 10	76 18	80 8	83 16	87 4	67
55 2	58 14	62 8	66 0	69 10	73 2	76 12	80 2	83 12	87 0	68
54 6	57 18	61 12	65 6	68 18	72 10	76 2	79 14	83 4	86 14	69
53 8	57 0	60 14	64 8	68 2	71 16	75 10	79 2	82 14	86 4	70
52 6	55 18	59 12	63 6	67 2	70 18	74 14	78 8	82 0	85 10	71
51 0	54 12	58 6	62 0	65 18	69 16	73 14	77 10	81 4	84 14	72
49 14	53 6	57 0	60 16	64 14	68 12	72 12	76 10	80 4	83 16	73
48 8	52 0	55 16	59 12	63 10	67 10	71 10	75 8	79 2	82 16	74
47 4	50 16	54 12	58 8	62 6	66 6	70 6	74 4	77 18	81 12	75

(2) *Daughters'*

Contributions required to provide a supplementary pension to a daughter

From birth to 6 years of age
,, 6 to 12 years of age .
,, 12 to marriage . .

Subscriber's age next birthday.	Age of									
	Under 1 year.	1 and under 2 years.	2 and under 3 years.	3 and under 4 years.	4 and under 5 years.	5 and under 6 years.	6 and under 7 years.	7 and under 8 years.	8 and under 9 years.	9 and under 10 years.
	£ s.	£ s.	£ s.	£ s.	£ s.	£ s.	£ s.	£ s.	£ s.	£. s.
26	34 8									
27	34 16	34 12								
28	35 8	35 4	34 16							
29	36 4	36 0	35 12	35 0						
30	37 2	36 18	36 10	35 18	35 4					
31	38 4	37 18	37 10	36 18	36 4	35 10				
32	39 8	39 2	38 12	38 0	37 6	36 12	35 16			
33	40 14	40 6	39 16	39 4	38 10	37 16	37 0	36 6		
34	42 0	41 12	41 2	40 10	39 16	39 2	38 6	37 12	36 16	
35	43 8	43 0	42 10	41 18	41 4	40 8	39 12	38 18	38 2	37 4
36	45 0	44 10	43 18	43 6	42 12	41 16	41 0	40 4	39 8	38 10
37	46 14	46 2	45 8	44 14	44 0	43 4	42 8	41 10	40 14	39 16
38	48 6	47 14	47 0	46 4	45 10	44 14	43 16	42 18	42 0	41 2
39	49 18	49 6	48 12	47 16	47 0	46 4	45 6	44 8	43 8	42 10
40	51 10	50 18	50 4	49 8	48 12	47 14	46 16	45 18	44 18	43 18
41	53 4	52 12	51 18	51 2	50 4	49 4	48 6	47 8	46 8	45 8
42	55 0	54 8	53 12	52 16	51 18	50 18	49 18	48 18	47 18	46 18
43	56 18	56 4	55 8	54 12	53 12	52 12	51 12	50 12	49 10	48 10
44	58 16	58 2	57 6	56 8	55 8	54 6	53 6	52 6	51 4	50 2
45	60 16	60 2	59 6	58 6	57 6	56 4	55 4	54 2	53 0	51 16
46	62 18	62 4	61 6	60 6	59 6	58 4	57 2	56 0	54 16	53 12
47	65 2	64 6	63 8	62 8	61 6	60 4	59 2	57 18	56 14	55 8
48	67 10	66 12	65 12	64 10	63 8	62 6	61 2	59 18	58 12	57 6
49	70 0	69 0	67 18	66 16	65 12	64 8	63 4	61 18	60 12	59 6

pensions.

ceasing on marriage of the following amounts according to age :—

	£	s.
. . . . .	2	10
. . . . .	5	0
. . . . .	10	0

daughter.										Subscriber's age next birthday.
10 and under 11 years.	11 and under 12 years.	12 and under 13 years.	13 and under 14 years.	14 and under 15 years.	15 and under 16 years.	16 and under 17 years.	17 and under 18 years.	18 and under 19 years.	19 and under 20 years.	
£ s.	£ s.	£ s.	£ s.	£ s.	£ s.	£ s.	£ s.	£ s.	£ s.	
										26
										27
										28
										29
										30
										31
										32
										33
										34
										35
37 12										36
38 18	38 2									37
40 4	39 8	38 10								38
41 12	40 14	39 14	38 12							39
43 0	42 0	40 18	39 16	38 16						40
44 8	43 6	42 4	41 2	40 2	39 2					41
45 16	44 14	43 12	42 10	41 10	40 10	39 12				42
47 6	46 4	45 2	44 0	42 18	41 18	41 0	40 0			43
48 18	47 14	46 12	45 10	44 8	43 8	42 10	41 10	40 14		44
50 12	49 8	48 6	47 2	46 0	45 0	44 0	43 0	42 2	41 16	45
52 8	51 4	50 0	48 16	47 12	46 10	45 10	44 10	43 12	43 6	46
54 4	52 18	51 14	50 10	49 6	48 2	47 0	46 0	45 2	44 16	47
56 0	54 14	53 8	52 4	50 18	49 14	48 12	47 12	46 14	46 8	48
57 18	56 10	55 4	53 18	52 12	51 8	50 4	49 4	48 8	48 2	49

Subscriber's age next birthday.	Age of									
	Under 1 year.	1 and under 2 years.	2 and under 3 years.	3 and under 4 years.	4 and under 5 years.	5 and under 6 years.	6 and under 7 years.	7 and under 8 years.	8 and under 9 years.	9 and under 10 years.
	£ s.	£ s.	£ s.	£ s.	£ s.	£ s.	£ s.	£ s.	£ s.	£ s.
50	72 12	71 10	70 8	69 4	68 0	66 14	65 8	64 2	62 14	61 8
51	75 6	74 4	73 0	71 16	70 10	69 4	67 16	66 8	65 0	63 12
52	78 2	77 0	75 16	74 10	73 2	71 14	70 6	68 16	67 8	65 18
53	81 0	79 18	78 12	77 6	75 18	74 8	72 18	71 8	69 18	68 6
54	84 0	82 16	81 10	80 2	78 14	77 4	75 12	74 0	72 8	70 14
55	87 0	85 14	84 8	83 0	81 10	79 18	78 6	76 14	75 0	73 4
56		88 14	87 6	85 18	84 8	82 16	81 2	79 8	77 14	75 18
57			90 6	88 18	87 8	85 16	84 2	82 6	80 10	78 12
58				92 2	90 12	89 0	87 4	85 6	83 8	81 8
59					93 18	92 4	90 8	88 8	86 8	84 6
60						95 10	93 12	91 10	89 8	87 4
61							96 18	94 14	92 10	90 4
62								97 18	95 12	93 6
63									98 16	96 8
64										99 12
65										
66										
67										
68										
69										
70										
71										
72										
73										
74										

daughter.

10 and under 11 years.	11 and under 12 years.	12 and under 13 years.	13 and under 14 years.	14 and under 15 years.	15 and under 16 years.	16 and under 17 years.	17 and under 18 years.	18 and under 19 years.	19 and under 20 years.	Subscriber's age next birthday.
£ s.	£ s.	£ s.	£ s.	£ s.	£ s.	£ s.	£ s.	£ s.	£ s.	
60 0	58 10	57 2	55 14	54 8	53 2	51 18	50 18	50 2	49 16	50
62 2	60 10	59 0	57 12	56 4	54 18	53 14	52 14	51 16	51 10	51
64 6	62 12	61 0	59 10	58 2	56 16	55 12	54 10	53 12	53 6	52
66 12	64 18	63 4	61 14	60 4	58 16	57 12	56 8	55 10	55 4	53
69 0	67 6	65 12	64 0	62 8	60 18	59 12	58 8	57 8	57 2	54
71 10	69 14	67 18	66 4	64 10	63 0	61 12	60 8	59 8	59 2	55
74 2	72 4	70 6	68 10	66 16	65 4	63 14	62 8	61 8	61 2	56
76 14	74 16	72 16	71 0	69 4	67 10	65 18	64 10	63 8	63 2	57
79 8	77 8	75 8	73 10	71 14	69 18	68 4	66 12	65 10	65 2	58
82 4	80 2	78 0	76 0	74 2	72 4	70 10	68 16	67 12	67 4	59
85 2	82 18	80 14	78 12	76 12	74 12	72 16	71 0	69 16	69 8	60
88 0	85 14	83 8	81 4	79 2	77 2	75 4	73 6	72 0	71 12	61
91 0	88 12	86 4	83 18	81 14	79 12	77 12	75 14	74 6	73 16	62
94 0	91 10	89 0	86 12	84 8	82 4	80 0	78 2	76 12	76 0	63
97 2	94 10	91 18	89 8	87 0	84 14	82 10	80 10	79 0	78 6	64
100 4	97 10	94 16	92 4	89 14	87 6	84 18	82 18	81 6	80 12	65
	100 10	97 14	95 0	92 8	89 18	87 8	85 6	83 12	82 18	66
		100 12	97 16	95 2	92 10	90 0	87 14	85 18	85 4	67
			100 12	97 16	95 0	92 10	90 2	88 4	87 8	68
				100 10	97 12	95 0	92 10	90 10	89 12	69
					100 4	97 8	94 18	92 16	91 16	70
						99 18	97 6	95 2	94 0	71
							99 12	97 6	96 14	72
								99 12	98 18	73
									100 12	74

Subscriber's age next birthday.	Age of									
	20 and under 21 years.	21 and under 22 years.	22 and under 23 years.	23 and under 24 years.	24 and under 25 years.	25 and under 26 years.	26 and under 27 years.	27 and under 28 years.	28 and under 29 years.	29 and under 30 years.
	£ s.	£ s.	£ s.	£ s.	£ s.	£ s.	£ s.	£ s.	£ s.	£ s.
46	43 14									
47	45 4	46 6								
48	46 16	48 0	49 16							
49	48 10	49 14	51 12	53 4						
50	50 4	51 10	53 10	55 14	58 0					
51	52 0	53 6	55 8	57 14	60 2	62 10				
52	53 16	55 4	57 6	59 16	62 6	64 16	67 2			
53	55 14	57 4	59 6	61 18	64 10	67 2	69 10	71 18		
54	57 12	59 4	61 8	64 0	66 16	69 10	72 0	74 10	76 14	
55	59 12	61 4	63 10	66 4	69 4	72 0	74 12	77 4	79 10	81 10
56	61 12	63 4	65 12	68 10	71 12	74 12	77 6	80 0	82 8	84 10
57	63 14	65 6	67 16	70 16	74 2	77 4	80 0	82 16	85 6	87 10
58	65 14	67 10	70 2	73 4	76 10	79 16	82 16	85 12	88 4	90 12
59	67 16	69 14	72 6	75 12	79 0	82 8	85 10	88 8	91 4	93 14
60	70 0	71 18	74 12	78 0	81 10	85 0	88 4	91 6	94 4	96 14
61	72 4	74 2	77 0	80 8	84 0	87 13	91 0	94 4	97 4	99 16
62	74 8	76 8	79 6	82 16	86 10	90 4	93 16	97 4	100 6	103 0
63	76 12	78 12	81 14	85 6	89 2	92 18	96 12	100 2	103 6	106 2
64	78 16	80 18	84 0	87 14	91 12	95 10	99 6	102 18	106 6	109 0
65	81 2	83 4	86 8	90 4	94 4	98 4	102 2	105 16	109 6	112 8
66	83 8	85 10	88 14	92 12	96 16	100 16	104 16	108 12	112 4	115 8
67	85 14	87 16	91 2	95 2	99 6	103 8	107 10	111 8	115 2	118 8
68	87 18	90 0	93 8	97 10	101 16	106 0	110 4	114 4	118 0	121 8
69	90 2	92 6	95 14	99 18	104 6	108 12	112 16	116 18	120 18	124 8
70	92 6	94 10	98 0	102 4	106 14	111 2	115 8	119 14	123 14	127 6
71	94 10	96 14	100 4	104 10	109 0	113 12	118 0	122 8	126 10	130 2
72	96 14	98 18	102 8	106 14	111 8	116 2	120 12	125 0	129 4	132 16
73	98 16	101 0	104 12	109 0	113 14	118 10	123 2	127 10	131 16	135 10
74	100 18	103 2	106 16	111 4	116 0	120 18	125 12	130 2	134 8	138 4
75	103 0	105 4	108 18	113 8	118 6	123 6	128 0	132 12	136 18	140 16

daughter.

30 and under 31 years.	31 and under 32 years.	32 and under 33 years.	33 and under 34 years.	34 and under 35 years.	35 and under 36 years.	36 and under 37 years.	37 and under 38 years.	38 and under 39 years.	39 and under 40 years.	Subscriber's age next birthday.
£ s.	£ s.	£ s.	£ s.	£ s.	£ s.	£ s.	£ s.	£ s.	£ s.	
										46
										47
										48
										49
										50
										51
										52
										53
										54
										55
86 6										56
89 8	90 18									57
92 12	94 4	95 8								58
95 14	97 8	98 14	99 12							59
98 18	100 14	102 2	103 2	103 14						60
102 2	104 0	105 10	106 12	107 4	107 8					61
105 6	107 6	108 18	110 2	110 14	111 0	110 18				62
108 12	110 14	112 8	113 14	114 8	114 14	114 12	113 18			63
111 16	114 0	115 16	117 4	118 0	118 8	118 6	117 14	116 16		64
115 0	117 6	119 2	120 12	121 10	122 0	122 0	121 10	120 12	119 4	65
118 4	120 12	122 10	124 2	125 2	125 12	125 12	125 4	124 8	123 0	66
121 6	123 16	125 16	127 10	128 12	129 4	129 4	126 18	128 2	126 14	67
124 8	127 0	129 2	130 18	132 0	132 14	132 16	132 10	131 14	130 8	68
127 8	130 2	132 6	133 4	135 8	136 2	136 6	136 2	135 6	134 0	69
130 8	133 4	135 10	137 8	138 14	139 8	139 14	139 12	138 16	137 10	70
133 6	136 4	138 12	140 10	141 18	142 14	143 0	143 0	142 4	140 18	71
136 2	139 2	141 12	143 12	145 0	145 18	146 6	146 6	145 10	144 6	72
138 18	142 0	144 12	146 12	148 0	149 0	149 10	149 10	148 16	147 12	73
141 14	144 16	147 8	149 10	151 0	152 0	152 10	152 12	152 0	150 16	74
144 8	147 10	150 4	152 6	153 18	154 18	155 10	155 12	155 0	153 1	75

(3) *Sons'*

Contributions required to provide a supplementary pension to a son

From birth to 6 years of age . . .
,, 6 to 12 years of age . . .
,, 12 to 24 years of age . . .

Subscriber's age next birth day.	Age									
	Under 1 year.	1 and under 2 years.	2 and under 3 years.	3 and under 4 years.	4 and under 5 years.	5 and under 6 years.	6 and under 7 years.	7 and under 8 years.	8 and under 9 years.	9 and under 10 years.
	£ s.	£ s.	£ s.	£ s.	£ s.	£ s.	£ s.	£ s.	£ s.	£ s.
26	8 7									
27	8 7	7 15								
28	8 7	7 16	7 4							
29	8 8	7 17	7 6	6 14						
30	8 9	7 18	7 8	6 17	6 6					
31	8 10	8 0	7 10	7 0	6 10	5 19				
32	8 12	8 3	7 13	7 4	6 14	6 3	5 12			
33	8 15	8 7	7 18	7 8	6 18	6 7	5 16	5 6		
34	9 1	8 13	8 4	7 13	7 3	6 12	6 1	5 10	4 19	
35	9 9	9 0	8 10	7 19	7 8	6 17	6 5	5 14	5 2	4 11
36	9 18	9 8	8 17	8 6	7 14	7 2	6 10	5 18	5 6	4 14
37	10 8	9 17	9 5	8 13	8 0	7 7	6 14	6 2	5 10	4 18
38	10 18	10 6	9 13	9 0	8 7	7 13	6 19	6 7	5 14	5 2
39	11 9	10 16	10 2	9 8	8 14	7 19	7 5	6 12	5 19	5 6
40	12 0	11 6	10 11	9 16	9 1	8 6	7 12	6 18	6 4	5 10
41	12 12	11 17	11 1	10 5	9 9	8 14	7 19	7 4	6 9	5 14
42	13 5	12 9	11 12	10 15	9 18	9 2	8 6	7 10	6 14	5 19
43	14 1	13 3	12 4	11 6	10 8	9 11	8 14	7 17	7 0	6 4
44	14 19	13 19	12 18	11 18	10 19	10 1	9 3	8 5	7 7	6 10
45	15 19	14 17	13 14	12 12	11 11	10 11	9 12	8 13	7 15	6 17
46	17 0	15 16	14 12	13 8	12 5	11 3	10 3	9 3	8 4	7 5
47	18 3	16 17	15 11	14 6	13 1	11 17	10 15	9 14	8 14	7 14
48	19 8	18 0	16 12	15 6	13 19	12 13	11 9	10 6	9 4	8 3
49	20 15	19 5	17 16	16 8	14 19	13 11	12 4	10 19	9 15	8 12

pensions.

ceasing at age 24 of the following amounts according to age :—

	£ s.
. . .	2 10
. . .	5 0
. . .	10 0

of son.

10 and under 11 years.	11 and under 12 years.	12 and under 13 years.	13 and under 14 years.	14 and under 15 years.	15 and under 16 years.	16 and under 17 years.	17 and under 18 years.	18 and under 19 years.	19 and under 20 years.	Subscriber's age next birthday.
£ s.	£ s.	£ s.	£ s.	£ s.	£ s.	£ s.	£ s.	£ s.	£ s.	
										26
										27
										28
										29
										30
										31
										32
										33
										34
										35
4 3										36
4 6	3 15									37
4 9	3 18	3 7								38
4 13	4 1	3 9	2 19							39
4 17	4 4	3 12	3 1	2 10						40
5 0	4 7	3 15	3 3	2 12	2 2					41
5 4	4 11	3 18	3 5	2 14	2 3	1 14				42
5 9	4 15	4 1	3 8	2 16	2 5	1 15	1 7			43
5 14	4 19	4 5	3 11	2 18	2 7	1 16	1 8	1 0		44
6 0	5 4	4 9	3 14	3 1	2 9	1 18	1 9	1 1	0 14	45
6 7	5 10	4 14	3 18	3 4	2 11	2 0	1 10	1 2	0 15	46
6 14	5 16	4 19	4 2	3 7	2 14	2 2	1 12	1 3	0 16	47
7 2	6 2	5 4	4 6	3 11	2 17	2 4	1 13	1 4	0 16	48
7 10	6 9	5 10	4 11	3 15	3 0	2 7	1 15	1 5	0 17	49

Subscriber's age next birth day.	Age									
	Under 1 year.	1 and under 2 years.	2 and under 3 years.	3 and under 4 years.	4 and under 5 years.	5 and under 6 years.	6 and under 7 years.	7 and under 8 years.	8 and under 9 years.	9 and under 10 years.
	£ s.	£ s.	£ s.	£ s.	£ s.	£ s.	£ s.	£ s.	£ s.	£ s.
50	22 5	20 13	19 2	17 12	16 1	14 11	13 2	11 14	10 7	9 2
51	23 18	22 4	20 11	18 18	17 5	15 13	14 2	12 11	11 1	9 14
52	25 15	23 19	22 2	20 6	18 11	16 17	15 4	13 11	11 18	10 8
53	27 16	25 17	23 17	21 18	20 0	18 3	16 8	14 13	12 17	11 5
54	30 0	27 17	25 14	23 12	21 12	19 12	17 14	15 17	13 19	12 5
55	32 6	29 19	27 13	25 9	23 7	21 4	19 3	17 3	15 3	13 6
56		32 3	29 16	27 10	25 5	22 19	20 15	18 11	16 9	14 9
57			32 1	29 14	27 6	24 17	22 9	20 2	17 17	15 14
58				32 1	29 10	26 17	24 5	21 15	19 8	17 2
59					31 16	28 19	26 4	23 12	21 2	18 13
60						31 4	28 7	25 12	22 19	20 6
61							30 12	27 15	24 18	22 1
62								30 0	26 19	23 18
63									29 2	25 18
64										27 19
65										
66										
67										
68										
69										
70										
71										
72										
73										
74										

of son.										
10 and under 11 years.	11 and under 12 years.	12 and under 13 years.	13 and under 14 years.	14 and under 15 years.	15 and under 16 years.	16 and under 17 years.	17 and under 18 years.	18 and under 19 years.	19 and under 20 years.	Sub-scriber's age next birthday.
£ s.	£ s.	£ s.	£ s.	£ s.	£ s.	£ s.	£ s.	£ s.	£ s.	
7 19	6 17	5 17	4 17	3 19	3 3	2 9	1 17	1 6	0 18	50
8 9	7 6	6 4	5 3	4 4	3 7	2 12	1 19	1 8	0 19	51
9 1	7 17	6 13	5 10	4 10	3 12	2 16	2 2	1 10	1 0	52
9 16	8 9	7 3	5 18	4 17	3 17	3 0	2 5	1 12	1 1	53
10 13	9 3	7 14	6 7	5 4	4 3	3 5	2 9	1 15	1 3	54
11 11	9 18	8 6	6 17	5 12	4 10	3 10	2 13	1 18	1 5	55
12 11	10 15	9 0	7 9	6 1	4 17	3 15	2 17	2 1	1 7	56
13 13	11 14	9 16	8 2	6 11	5 4	4 1	3 1	2 4	1 9	57
14 18	12 15	10 14	8 17	7 3	5 13	4 8	3 6	2 7	1 11	58
16 5	13 18	11 14	9 14	7 17	6 4	4 15	3 11	2 11	1 14	59
17 14	15 4	12 16	10 12	8 12	6 16	5 4	3 18	2 16	1 17	60
19 5	16 11	13 19	11 12	9 8	7 9	5 15	4 6	3 2	2 1	61
20 18	18 0	15 4	12 13	10 6	8 4	6 8	4 16	3 8	2 5	62
22 14	19 12	16 12	13 16	11 5	9 0	7 1	5 6	3 15	2 10	63
24 12	21 6	18 2	15 1	12 6	9 17	7 14	5 16	4 2	2 15	64
26 12	23 1	19 13	16 8	13 9	10 16	8 9	6 7	4 10	3 1	65
	24 18	21 5	17 16	14 13	11 16	9 4	6 18	4 19	3 7	66
		22 19	19 6	15 19	12 17	10 0	7 10	5 8	3 13	67
			20 18	17 6	13 19	10 17	8 3	5 18	4 0	68
				18 14	15 2	11 15	7 17	6 9	4 7	69
					16 7	12 15	9 12	7 1	4 15	70
						13 17	10 9	7 13	5 3	71
							11 8	8 6	5 12	72
								9 1	6 2	73
									6 13	74

Premiums for widows' or children's supplementary benefits may be paid in 24 monthly instalments, each instalment being calculated as follows :—

Subscriber's age next birthday.	Percentage of premium payable each month.
65 and under	4·5
66	4·525
67	4·55
68	4·575
69	4·6
70	4·625
71	4·65
72	4·675
73	4·700
74	4·725
75	4·750

The rates of premium and instalment for ages not covered by the above Tables may be ascertained by application to the Controller of Pension Funds, India Office.

In calculating rates of premium or instalment, all fractions of a penny should be reckoned as one penny.

NINTH SCHEDULE (Rule 26-A.)

Limits of supplementary pensions.

The amount of the supplementary pension secured to a wife shall not exceed the following :—

Age of subscriber on 1st April 1937, or subsequent entry.	Maximum amount of supplementary pension.	
	Classes I, II and III.	Classes IV and V.
	£	£
Under 40	120	100
40–49	115	95
50–59	105	90
60 or over	90	75

A subscriber who, while in Class IV or V, has secured the maximum pension applicable to those classes may, on subsequent promotion to Class III or at any time thereafter, make further provision up to the limit applicable to Classes I, II and III, subject always to the conditions prescribed in Rule 26B.

The amount of the supplementary pension secured to a son or daughter shall not exceed the following :—

	£
Age 0-6 years	10
Age 6-12 years	20
Age 12 years over	40

In the case of a subscriber who has retired under the Premature Retirement Rules and who has elected the first of the options allowed by Rule 25 (1), the above limits shall be reduced in the proportion applicable, under that Rule, to the ordinary benefits payable to his dependants.

[G.O. Ms. No. 1465, Public (Special), dated 26th August 1938.]

II

The Indian Civil Service (Non-European Members) Family Pension Rules, 1939.

Notification of the Government of India, Finance Department, No. F. 27 (2) R. II/40, dated the 25th January 1940.

The following rules made by the Secretary of State for India are published for general information :—

" I, Lawrence John Lumley, Marquess of Zetland, one of His Majesty's Principal Secretaries of State, in virtue of the powers conferred by section 247 of the Government of India Act, 1935, hereby make, with the concurrence of my Advisers, the following Rules, namely :—

1. (1) These Rules may be cited as 'The Indian Civil Service (Non-European Members) Family Pension Rules, 1939.'

(2) They apply to all covenanted members of the Indian Civil Service of non-European race to whom the Indian Civil Service (Non-European Members) Family Pension Rules in force immediately before the commencement of these Rules applied.

(3) If any question arises as to whether these Rules apply or do not apply to any person, the question shall be decided by the Secretary of State and his decision shall be final.

2. Every person to whom these Rules apply (hereinafter referred to as a " subscriber ") shall be liable with effect from the 11th September 1939, for contributions and payments of the amount and under the conditions prescribed by the Indian Civil Service Family Pension Fund (Untransferred Section) Rules, 1939 ; and his widow and orphans, if any, shall be entitled to benefits of the amount and under the conditions prescribed by those Rules.

3. It shall not be obligatory on the Secretary of State to maintain or to submit for actuarial report accounts or statistics relating to subscribers under these Rules and to their dependants.

4. The Indian Civil Service (Non-European Members) Family Pension Rules made by the Secretary of State in Council under the Government of India Act are hereby repealed.

Given under my hand this 8th day of November 1939.

ZETLAND,
One of His Majesty's Principal Secretaries of State."

[G.O. No. 446, Public (Special), dated 26th February 1940.]

APPENDIX XI.

FORM REFERRED TO IN PARAGRAPH 16.

Report for the half-year ending on Mr. unpassed Assistant Collector, district.

1. Number of magisterial cases tried during the half-year.

2. Has he undergone during the half-year—

(i) Three months' karnam's training ?

(ii) One month's training with and as a Revenue Inspector ?

(iii) Any period in charge of a taluk or deputy tahsildar's division ?

(iv) Any period as head clerk of a divisional office ?

(v) Any period in charge of any section of the Collector's office ?

(vi) Estates Land Act training.*

(vii) Treasury and sub-treasury training ?

(viii) Any other special training ?

3. (i) Is he of active habits ?

(ii) Is he keen on outdoor work and does he habitually ride ?

(iii) Has he had good health since he has been with you ?

4. Estimate of progress made during the half-year and general remarks on character and probable development in the service.

STATION

Date *Collector.*

(G.O. No. 22, Public, dated 5th January 1929.)

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* G.O. No. 2036, Public (Special), dated 28th November 1935.

NOTE.—For detailed instructions as to the points in which remarks under this head should be offered, see paragraph 16.

APPENDIX XII.

Form referred to in paragraph 17.

Confidential Report on Indian Civil Service Offiers.

Name of officer

How employed

The report should comment generally on the way in which the officer has carried out his various duties during the year and should give an estimate of his personality, character and abilities making particular mention of his relations with his fellow officers and the general public. It should contain an opinion on any point specially required at any particular time, e.g., fitness to pass an efficiency bar.

(G.O. No. 1374, Public, dated 3rd July 1941.)

APPENDIX XIII.

The Indian Civil Service (Regulation of Seniority) Rules.

Notification of the Government of India, Home Department (Establishments), No. F. 38/30, *dated New Delhi, the* 12*th February* 1930.

The following resolution passed by the Secretary of State for India in Council is published for general information :—

In exercise of the powers conferred by sub-section (2) of section 96B of the Government of India Act, the Secretary of State, with the concurrence of the majority of votes at a meeting of the Council of India held this 10th day of December 1929, hereby makes the following rules :—

1. These rules may be called the Indian Civil Service (Regulation of Seniority) rules.

2. In these Rules—

(i) the term " holder of a listed post " means an officer not belonging to the Indian Civil Service appointed substantively to a superior post in the Indian Civil Service cadre, whether by promotion from the Provincial Civil Service or by appointment from the legal profession ;

(ii) the term " recognized service " as applied to a holder of a listed post means employment after attaining the age of 25 either in Government service or as an enrolled pleader, vakil, or advocate, as the case may be.

3. The seniority *inter se* of holders of listed posts on the executive or judicial side, as the case may be, is determined by the date of substantive appointment to a listed post.

4. An Indian Civil Service officer substantively appointed to a superior post on the executive or judicial side, as the case may be, shall take rank in order of seniority on that side above—

(*a*) any holder of a listed post who began to serve continuously whether in an officiating or substantive capacity in a superior post on a date subsequent to the date on which the Indian Civil Service officer (or any officer junior to him in the Indian Civil Service) began to serve continuously in the manner aforesaid in a superior post;

(*b*) any holder of a listed post, whose recognized service is less than the total service of the Indian Civil Service officer;

(*c*) any holder of a listed post who, though not falling within the description contained in paragraphs (*a*) and (*b*) above, is junior to any person falling within either of those descriptions; and

(*d*) any Indian Civil Service officer already substantively holding a superior post who is junior to him in the Indian Civil Service.

5. For the purpose of these Rules an officer shall be treated as having officiated in a superior post during any period in respect of which the Local Government certify that he would have so officiated but for his absence on leave, his tenure of a special appointment or other exceptional circumstance.

6. Nothing in these Rules shall affect the seniority of any holder of a listed post who was appointed substantively to a superior post in the Presidency of Bombay before the 6th day of October 1925 and in other provinces before the 9th day of March 1927.

[G.Os. No. 9, Public (Special), dated 5th January 1931;
No. 1465, Public (Special), dated 3rd August 1937.]

I am directed to say that the Government of India, after consultation with Provincial Governments and the Federal Public Service Commission, consider that the words "substantively appointed" in rule 4 of the Indian Civil Service (Regulation of Seniority) Rules should not be interpreted so as to include provisionally substantive appointments.

G. O. Ms. No.2564 Public (Special) Department dated the 25th Novr 1943

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